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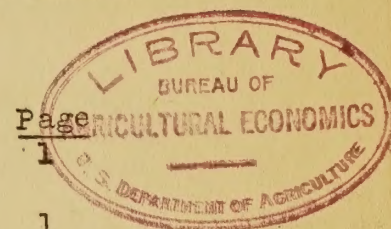
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

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REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

Section 1. General Plan of Program. The 1940-41 Cotton Mattress Program is a program sponsored jointly by the Extension Service, the Agricultural Adjustment Administration, and the Surplus Marketing Administration (formerly the Federal Surplus Commodities Corporation), under which surplus cotton and mattress ticking are made available to low-income rural families for processing into double-sized mattresses exclusively for home use. The scope of the program is limited to those groups who are financially unable to purchase mattresses from commercial concerns, and it will therefore in no way interfere with the sale of mattresses through commercial channels. This program is a continuation of the Cotton Mattress Project begun in February 1940 in designated counties of the Southern, East Central, Northeast, and North Central Regions.

Under this program the Surplus Marketing Administration (hereinafter referred to as the SMA) donates and ships cotton and mattress ticking to such points in the various counties and in such amounts as requested by the Agricultural Adjustment Administration (hereinafter referred to as the AAA). The function of the AAA, acting through its county, State, and Division offices, is to certify eligible families, place orders for the material with the SMA, receive the cotton and ticking at designated points in the various counties, and distribute the material to persons designated by the Extension home demonstration agent for the particular community to receive material on behalf of the community. The Extension Service, acting through its home demonstration agents and county agents, organizes community mattress demonstration clubs, takes applications from rural families for mattress material, designates persons to accept cotton and ticking on behalf of the various communities, and sees that the material is properly processed into mattresses by eligible families and then delivered to such families.

Sec. 2. Regional and State Allocations of Cotton. A monthly allocation of cotton will be made to each Region by the Administrator of the AAA (hereinafter referred to as the Administrator), and to each State by the Division Director. If it appears in any State that the entire monthly allocation will not be used or that an additional amount of cotton will be required, the State office should notify its Division office of this fact at least 15 days prior to the first day of the month preceding the one in which the allotted amount is to be shipped. For example, information with respect to cotton to be shipped in January must be submitted not later than November 15. If the total of the estimates for the month in any Region is appreciably less than or more than the allocation for that month, the Administrator should be advised accordingly, in order that such adjustments as are possible may be made in the regional allocations.

Sec. 3. Designation of Counties and Initiation of Program Therein.

In each county where the program is not already in operation, the home demonstration agent, the county agent, the county AAA committee (hereinafter referred to as the county committee), the person in charge of the work in the county AAA office (hereinafter referred to as the county office), and the Farm Security Administration farm and home supervisors should hold a joint meeting to learn the details of the program and discuss plans for its inauguration in the county. If for any reason the county officials do not feel that the program can be successfully carried on in that county, the State Extension and AAA offices shall be advised to this effect, and the State Extension office will advise its Washington office accordingly.

Sec. 4. Rules of Eligibility for Participation in Program. Any low-income rural family, as hereinafter defined, is eligible to participate in the program. The Division Director may, with the approval of the Administrator, limit the scope of the program in any State in his Region to strictly farm families or he may place the income requirement on a total gross income rather than a total net income basis.

In connection with these rules of eligibility, the following definitions will apply:

- (a) A low-income rural family is any family which derives at least one-half of its income from agricultural occupations, or any family living in an area classified as rural in the Federal Census of 1940, and which had for the latest preceding calendar year a total net income of not more than \$500, plus \$50 for each member of the family in excess of four persons.
- (b) A family consists of two or more persons having a common or pooled income and living together as an interdependent economic unit in one household, or one person maintaining a separate independent household.
- (c) Total net income shall be net farm income plus cash income received from all other sources: Provided, however, that if not less than 50 percent of total income is derived from agricultural occupations, total net income may be deemed to be \$100 less than total income.
- (d) Net farm income shall be farm income minus expenditures for labor hired outside the family, feed, fertilizer and seed bought, taxes and interest paid, and threshing and ginning expenses.
- (e) Farm income shall be income received and collectible from the sale of farm products plus the local market value of unsold farm products raised for sale or received as payment for services or rent and held for sale, minus rent paid or to be paid in cash or kind.

Sec. 5. Maximum Number of Mattresses per Family. Each eligible family may receive one mattress for each two persons in the family, but not to exceed a total of three mattresses. Where one person constitutes a family under the provisions of this program, such person is eligible to receive one mattress. If the family has already received a mattress or has made application for material to make a mattress, under the Cotton Mattress Project, or has received a mattress or the material to make a mattress from the Farm Security Administration or the State welfare agency, this is to be included in determining the number of mattresses which the family may receive under the program.

Sec. 6. Making Application for Mattress Material. Applications for cotton and ticking will be taken on Form CMP-2, "Application for Mattress Material", under the general supervision of the home demonstration agent or county agent, and may be made by any responsible member of the family but not by more than one member thereof. The person supervising the taking of applications will review each application and place his initials in the upper left corner thereof. The application will then be turned over to the county committee for review and for the placing of orders for mattress material.

Sec. 7. Certification of Application by County Committee. The county committee shall review each application for mattress material, to determine whether the applicant's family is eligible under the provisions of these regulations. In large counties it may be advisable for the county committee to have the community committeemen pass on the applications from their respective communities before the county committee itself certifies the applications. If the committee has reason to believe that any information included in the Form CMP-2 is untrue, it shall either reject the application altogether or shall call in the applicant for a complete analysis of all data submitted by him. Notwithstanding any provisions of these regulations, the county committee shall not certify the application of any family who it knows or has reason to believe already has mattresses of any sort fit to supply its needs or has the necessary funds to purchase such mattresses through commercial channels.

The committee shall secure from the local welfare agency a certified list of all rural families in the county who are on relief, and shall check each application for mattress material against this list. Families whose names appear on this list may be considered as low-income rural families without any further check by the county committee. However, if the committee has reason to believe that any such family would not qualify under the definition of a low-income rural family, it shall base its approval or disapproval of the application on the actual income of the family during the latest preceding calendar year as determined by the committee.

If the committee determines that the applicant is eligible to receive the mattress material for which application is made, it shall authorize one of its members to sign the approved application on behalf of the committee. If it rejects the application for any reason, the word "Rejected" shall be inserted in the space for the signature of a county committeeman on Form CMP-2 and the applicant shall be notified of the committee's action. Appeal may be taken, in accordance with the procedure prescribed under the Agricultural Conservation Program, by any applicant whose application is rejected by the county committee.

Sec. 8. Ordering Mattress Material. Orders for cotton and orders for ticking covering approved applications shall be prepared in the county office on Forms FSC (or SMA) 810, "Delivery Order" (hereinafter referred to as Form 810), and in all cases must be based on applications filed by eligible families and certified by the county committee. Separate orders are required for cotton and for ticking. The minimum order for cotton is 24,000 pounds, and amounts in excess of that in multiples of 6,000 pounds, and the order for ticking is 1 bale (containing approximately 1,200 yards) for each 6,000 pounds of cotton. Exceptions to this rule on minimum shipment of cotton will be allowed on a maximum of 35 percent of the total cotton ordered in a State for any one month, and in these cases the orders must be for 6,000, 12,000, or 18,000 pounds. If there are not enough eligible families in a county to take a minimum shipment of 6,000 pounds of cotton, two or more counties may, with the consent of the State office, combine their requests into one order and request shipment to a point convenient to them all. In such cases, the order on Form 810 will carry the code number of the county to which shipment is to be made.

Each order shall state a 15-day period during which delivery of the cotton or ticking can be accepted, since this is as closely as the SMA is able to gauge shipping time to the county destination. Orders in all cases must be submitted by the county offices in sufficient time to allow the orders to reach the Division office in Washington at least 30 days prior to the first day on which delivery of the cotton and ticking can be accepted.

The original and first 4 copies of Form 810 shall be forwarded to the State office and the last (white) copy retained in the county office files.

A designated certifying officer in the State office shall check the orders submitted from the county office, to determine that they are in proper form, and if he deems it necessary he may require the county office to submit copies of the approved Forms CMP-2 for audit before signing the Forms 810. The certifying officer shall sign the original of the approved Form 810 and forward it, together with the first three copies thereof, to his Division office in Washington, which in turn will submit the order to the SMA for placement. The fifth (salmon) copy of the Form 810 shall be retained in the State office files.

Sec. 9. County Office Procedure Pending Receipt of Material. After applications have been approved by the county committee, and orders prepared on Forms 810, the applications shall be returned to the home demonstration agent. She will assemble the approved orders by communities and execute section 1 of Form CMP-3, "Community Summary and Receipt for Mattress Material", in duplicate. The approved applications, together with both copies of the Form CMP-3, will then be returned to the county office.

The person who has been designated as consignee of the shipment shall execute section 2 of Form CMP-3. All forms CMP-2 shall then be detached from the Form CMP-3, and the heading (including the name and address of the applicant) of Form(s) CMP-4, "Receipt for Cotton Mattress", shall be filled out for each application. If the application for material covers more than one mattress, a separate Form CMP-4 shall be prepared for each mattress.

The copy of the Form CMP-3 shall then be handed to the person whom the consignee has designated to distribute the mattress material upon its receipt at the railway station, in order that he may have the exact amount of cotton and ticking ready when it is called for by the trucker for the community club.

Sec. 10. Shipment and Receipt of Material. Upon placement by the SMA of the order for cotton or ticking, the fourth (pink) copy of the covering Form 810 will be transmitted by the SMA to the appropriate Division of the AAA. The Division will in turn transmit the form to the applicable State office, which will forward it to the person to whom the shipment is consigned in the county.

Upon actual shipment of the cotton or ticking, the shipper will mail direct to the consignee the original and one memorandum copy of Standard Form No. 1058, "Government Bill of Lading" (hereinafter referred to as Form 1058), covering the shipment. When the material arrives at the designated place, the consignee will be notified by the railway agent. The consignee must accept delivery of the material within the "free time" shown on the "Arrival Notice", which will be mailed or delivered to the consignee by the railway agent.

The consignee shall have each bale of cotton weighed immediately upon receipt and shall carefully check both cotton and ticking against the bill of lading. In the event of shortage or damage, the consignee shall make a proper report thereof on the reverse side of the Form 1058 in the spaces provided. Any claim against the carrier for such loss or damage will be filed by the SMA, and therefore the consignee should take no action other than to report the loss or damage on the Form 1058 (and on the reverse side of the fourth (pink) copy of Form 810). It should be noted that the consignee is not required or allowed to insert the value of the goods on the Form 1058.

After the material has been checked by the consignee, he shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058 and surrender the original form to the railway agent. The memorandum copy of the form shall be retained in the county office files.

Upon receipt of the material, the consignee shall also execute the "Consignee's Report of Condition on Arrival" on the bottom of the fourth (pink) copy of the Form 810, and if there has been any loss, damage, or shrinkage of the cotton or ticking, he shall likewise execute the reverse side of the form. The sixth (white) copy of the Form 810 originally retained in the county office files shall then be completed in the same manner as the fourth (pink) copy, and the pink copy forwarded at once to the State office. The State office in turn shall transmit this copy to its Division office in Washington, which will forward it to the SMA. It is imperative that the pink copy of the Form 810 be completed and returned to the SMA with the least possible delay, since the carrier cannot be paid for transportation of the material until this form has been approved by the SMA.

NOTE: If for any reason the person who was originally designated as consignee on Form 810 cannot receive and sign for the shipment of material, the county committee shall designate another person to act in his place. In such

cases the committee shall execute a statement explaining and authorizing the substitution, and shall submit this statement, in duplicate, to the State office at the same time the completed fourth (pink) copy of the Form 810 is transmitted. A designated certifying officer in the State office shall place his approval on the bottom of the original statement and submit such statement to his Division office along with the fourth (pink) copy of the Form 810. The copy of the county committee's statement shall be filed in the State office, along with its copy of the Form 810.⁷

Sec. 11. Distribution of Mattress Material to Communities. After receipt of a shipment of cotton or ticking, the consignee is responsible for its safe storage until it is called for by the truckers designated by the home demonstration agent to haul the material to the various community centers. It is the consignee's responsibility to provide for unloading, weighing, and storing the cotton and ticking, and to this end he should make adequate arrangements in advance of receipt of the material at the designated place. Where a given shipment is to be distributed among several communities and the consignee is not in a position to personally supervise its distribution to the truckers for the community clubs, he should designate a responsible person as his agent to look after the cotton and ticking and to be in charge of its distribution to the truckers. Section 2 of Form CMP-3 is for this purpose.

The person who has been designated in section 1 of Form CMP-3 as trucker for the community club will call at the county office (or if shipment is made to some point other than the town where the county office is located, he shall call on the consignee) and receive the original of Form CMP-3 and the applicable Forms CMP-4. He will present the Form CMP-3 to the person in charge of distributing the mattress material and secure the cotton and ticking for his community. At the time of receipt, the trucker will turn over the original Form CMP-3, properly signed by him in section 3 thereof, to the person distributing the material. After the entire shipment has been distributed, this person will transmit the receipted copies of all Forms CMP-3 to the designated consignee. The truckers for the community clubs will deliver the mattress material and the covering Forms CMP-4 to the chairmen of the community clubs, who will thereafter be responsible for the safekeeping of the material until it is delivered to eligible families in the form of completed mattresses.

Sec. 12. Use of Remnants of Cotton and Ticking. Any remnants of cotton or ticking left over after completion of mattress-making in a given community center may be used by eligible families in making other household articles exclusively for home use. Such remnants should be distributed to as large a number of families as possible to the end that there may be no criticism of favoritism. Cotton remnants may be used to make mattress protector pads, in upholstering or re-upholstering furniture, etc., and ticking remnants may be used for making mattress protector pads, pillows, etc. Any amount of cotton less than 47 pounds and any amount of ticking less than 10 yards will be considered as remnants. Amounts in excess of this should be returned to the consignee for safekeeping until such time as they may be used in another community for making mattresses. Any amounts distributed as remnants shall be included in the pounds of cotton or yards of ticking shown as received by the applicants on Forms CMP-4.

Sec. 13. Receipts for Mattress Material. The chairman of the community club will take the necessary steps to carry out the processing of mattresses by members of the applicant families, and after the mattresses are made she will see that they are delivered to the proper persons. It will be her duty to fill in the number of pounds of cotton and the number of yards of ticking on Form CMP-4; to secure the signature of the person receiving the finished mattress; and to approve such form in the space provided at the time the mattress is delivered. At least once each week the chairman will transmit to the consignee the Forms CMP-4 executed during the week.

Upon receipt of the executed Forms CMP-4, the consignee shall have them filed in the county office with the copy of the related Form 810, as part of the permanent records of the county office.

Sec. 14. Procedure Where Ineligible Family Has Received Mattress. In any case where it is definitely determined that a family who had received a mattress was ineligible under the provisions of the program to receive such mattress, the person receiving the mattress should be advised of this fact by the county committee as soon as the determination is made and given full reasons for the committee's determination and required to return the mattress if it has not been used or to pay for it if it has been used at all. The amount to be paid will be the approximate average cost of the material to the Government (which will be furnished to the AAA by the SMA), and should be in the form of a draft, cashier's check, or postal money order drawn payable to the Treasurer of the United States.

Any payment collected in the above manner should be transmitted to the State office (or other office handling the certification of payments under the AAA programs) immediately upon receipt, together with a letter signed by the treasurer of the county association, explaining the circumstances under which the draft, check, or money order is submitted.

In any case where an applicant fails either to return the mattress or pay the estimated cost thereof to the Government within a period of two weeks from the time of notification, the State office should be advised of the name and address of the head of the family who received the mattress, as well as the serial number of the farm on which the family is located or the address of the family's dwelling. The State office will then place the name of the person on its register of indebtedness for the amount in question and will deduct such amount from any payment due or becoming due to such person under any program administered by the AAA.

Where a payment is collected or a set-off is effected by the State office in the above connection, the following miscellaneous receipts account shall be credited: "124,735: Reimbursements - All Other".

Sec. 15. Progress Reports. (a) By County Office: On the last day of each month the county office shall submit to the State office a signed report on Form CMP-5, "Monthly Progress Report", showing the status of the program in the county. In counties where the program has previously been in operation, the report shall reflect cumulative totals of all cotton and ticking received and all mattresses delivered under the entire program.

(b) By State Office: On the 5th day of each month the State office shall submit to its Division office in Washington a report, in duplicate, on Form CMP-5, revised as set out below, showing the status of the program in the State.

- (1) Strike out "County" in the upper right corner of the form.
- (2) At the bottom of the form strike out "Signature of county committeeman" and insert "Signature of certifying officer," and insert immediately above this space the following: "I hereby certify that the figures on this report are correct according to the records of this office, and represent the status of the Cotton Mattress Program in this State as of (insert last day of previous month)."

Sec. 16. Disposition of Bagging and Ties: The bagging and ties from cotton and ticking are the property of the United States Government, and must be disposed of in accordance with applicable rules and regulations. In this connection, the Administrator has determined that two or more members of the county committee (or a majority of the members of the State committee) shall constitute a board of survey, with authority to dispose of the bagging and ties, provided the value of the property disposed of at any one time does not exceed \$500.

The county committee shall call for written or oral bids from ginneres and others on not less than five days notice posted in one or more conspicuous places in or near the county office and elsewhere and such other notification (without the expense of advertising) as is likely to bring the invitation to bid to the attention of persons likely to be interested in bidding in the county and within 50 miles of the county office. At the time and place fixed by the county committee the bagging and ties shall be sold to the highest bidder after full opportunity for bidding, if such bid is for a price not unfair to the Government. If it is found feasible, material from all community centers shall be concentrated at one point in the county in order that the work of the county committee in disposing of the material may be as light as possible and in order that the highest possible price may be obtained for same. The bagging and ties may be sold in lots from time to time rather than awaiting completion of the program in the county.

If it appears necessary to do so, in order to obtain the highest possible prices, the State committee may, in similar manner, ask for bids on the material for the State as a whole or for given sections thereof. If the highest bidder offers a higher price for the material than, in the opinion of the State committee, it would be possible to obtain locally in the counties, such material should be disposed of to the highest bidder. A person purchasing the material in this manner will, of course, be required to pick up the bagging and ties from their location in the counties, as the AAA does not have facilities for shipping the material to a central point in the State or section. Where the State committee obtains a blanket offer of this kind, it should notify the county offices involved, giving them the name and address of the highest bidder and asking that they notify such bidder as to the amount of material on hand in the county and its location. Payment for the material will then be made direct to the county committee rather than to the State committee.

Payment for bagging and ties shall be made in the form of a draft, cashier's check, or postal money order, drawn payable to the Treasurer of the United States. Such draft, check, or money order shall be transmitted to the State office by the treasurer of the county association, together with a statement as to the amount of material sold, to whom it was sold, and the date of the sale. The State office shall deposit the money in the regular manner to the following account: "125160, Sale of Scrap and Salvaged Materials".

If neither the county committee nor the State committee is able, with due diligence, to secure a purchaser for the material (due to the age or condition of the material, or simply because no one will make a bid on it), the county committee may, with the prior consent of the State office, dispose of it by turning it over to cooperating families in the community to use in filling gullies or washes in their fields or pastures, or where there is no such demand by burning or discarding it.

On or before June 30, 1941, the county committee must, in all cases, make a full written report to the State committee as to the disposition made of all bagging and ties received in the county under the entire Cotton Mattress Program. To this end, the county committee should keep a detailed record concerning the action taken by it with respect to the bagging and ties taken from each bale of cotton and ticking.

Sec. 17. Audit of County Office Records by State Office Representative. A field representative of the State office shall make a periodic check of the county office records on the Cotton Mattress Program, to ascertain that the regulations and instructions are being carefully followed. In this connection, particular attention should be given to the eligibility requirements on income and also to see that all cotton and ticking received in the county is being properly accounted for by signed receipts for completed mattresses.

Sec. 18. Obtaining Facilities and Incidental Expense Funds. There are no Government funds available to take care of expenses incident to the administration of the Cotton Mattress Program in the counties, and it will therefore be necessary to raise such funds locally or require each applicant to pay his estimated share of the expenses. It is believed that local clubs and social welfare organizations or agencies of the local government will be able and willing to provide such free storage space as may be required for the cotton and ticking and to furnish such small sums as may be needed to meet the incidental expenses of the program. If this should not be possible, the local club leaders will probably find it necessary to ask each family participating in the program to pay its estimated share of the expenses. In no case should any funds of this nature be handled by the county office or in any manner mingled with funds of the county agricultural conservation association. In this connection, the participating families should be informed that the cotton and ticking are outright donations from the Surplus Marketing Administration from materials purchased by that agency.

Sec. 19. Forms Used in Connection with Program.

(a) Form FSC-810 "Delivery Order": Supplies of this form may be obtained by the State offices by placing a requisition with their Division

offices in Washington. The forms themselves will be shipped to the State offices direct from the SMA.

The form shall be executed in accordance with the following instructions:

Commodity: Enter "Cotton" or "Mattress Ticking", as the case may be.

State No.: Strike out "State" and enter "Order". Enter in the blank space the State and county code followed by the serial number of the order. The serial number will be in one consecutive series for each county for both cotton and ticking.

(State agency): Enter "AAA".

State: Enter the name of the State.

Units: Enter the number of pounds of cotton or the number of bales of ticking.

(Date) and (Date): Enter the 15-day period during which shipment is requested. For example, "January 16 and January 30".

For and on behalf of: Enter "AAA".

State Director of Commodity Distribution: Type "AAA Certifying Officer" over this wording. The space for signature shall be left blank by the county office, and a duly authorized certifying officer in the State office shall affix his signature in ink or indelible pencil on the original of the Form 810. A specimen of the signature of the certifying officer, with authorization by the administrative officer in charge of the State office, must be forwarded to the Division office in Washington and, after approval by the Division Director, must be transmitted to the Distribution and Purchase Division of the SMA.

Authorized agent: Enter the name of the designated consignee, who should be a county or community committeeman or an employee of the county agricultural conservation association able to deal with such matters.

Title: Enter the official title of the person who is designated as consignee, such as, "Treasurer of County A.C.A.", "County AAA Committeeman", "Employee of County AAA Office", etc.

City, State: Enter the names of the town and State to which shipment is to be made, which in all cases must have a railway station. (If the mail address of the consignee is other than the point of shipment, enter the following notation in the space to the left of "Title": "Mail Bill of Lading to", followed by the mail address of the consignee.)

R. R. or team track: If the order is for 24,000 or more pounds of cotton enter the name of the railroad on whose siding delivery is desired. Otherwise, leave this space blank.

The remaining spaces on the front side of Form 810 should be left blank. The county and State offices shall leave the carbons inserted between the second, third, and fourth copies of the form for use by the SMA in completing the front of the form.

Consignee's Report of Condition on Arrival; This section of the Form 810 appears only on the fourth, fifth, and sixth copies. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received.

The first two lines of this Report are to be filled in only for a shipment of cotton where the shipment is in a full carload lot. "Placed" means the date the car is placed on the siding.

On the line beginning with the word "Weight" only the first space shall be filled in and then only with respect to cotton. The figure to be entered here will be the actual weight of the cotton (including bagging and ties) upon receipt at destination. The cotton in all cases must be weighed before the Government Bill of Lading (Form 1058) is executed by the consignee.

In the first space on the last line of the Report shall be entered the number of bales of cotton received, or the number of bales and yards of ticking received. The number of yards of ticking will be stamped on the bale when it is received and must be entered on the Form 810. If the number of yards is not shown, the form will have to be returned to the county for this information.

The designated consignee shall sign in the space designated "Authorized agent at destination".

Reverse side of Form 810: The fourth, fifth, and sixth copies of the form have a section printed on the reverse side. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received, but only in the event there has been a loss, damage, or shrinkage of the cotton or ticking.

Where this section is executed, it is not necessary to fill in items 6, 10, 11, 12, 13, 14, 15, and 19, or the third space ("Shrinkage") under item 1.

The "Quantity of loss" in item 1 shall be based on actual weight or measurement.

The answer to item 7 will be "Actual" in all cases.

The answer to item 8 in all cases will be: "Bill of lading weight and actual outturn weight".

Items 16, 17, and 18 will be filled in only for cotton shipped in carload lots.

The second line under item 20 is to be properly filled in by giving the title of the designated consignee. The "Deposition" must be properly sworn to before a notary public by the designated consignee. The notary will sign the

fourth (pink) copy of the Form 810. The signature he is notarizing is the one on the front of the form in the section designated "Consignee's Report of Condition on Arrival". The reverse side of the Form 810 is a part of this Report.

(b) Standard Form No. 1058, "Government Bill of Lading": The consignee shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058. The "Name of transportation company" will be the full corporate name of the railroad which delivers the goods. The "Actual point of delivery by carrier" will be the names of the town and State where delivery is taken. The weight of the goods whether cotton or ticking, will be the gross weight, since freight charges are paid on that basis. As indicated on the form, the weight shall be entered in both words and figures. In the lower left corner of the form, below the word "Weight", the consignee shall insert the number of bales of cotton or ticking received; as, "12 bales." The signature of the consignee and the date must be in ink or indelible pencil, and the signature must contain the full name as typed in the heading of the form; as, "Agricultural Adjustment Administration by John H. Doe, Authorized Agent".

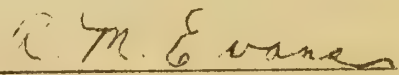
No changes whatever shall be made on the Form 1058 by the consignee.

Inability of designated consignee to receive shipment: If for any reason the person who was originally designated on Form 810 as consignee of the shipment cannot receive and sign for the same, the county AAA committee shall designate another person to act in his place.

The substitute consignee shall sign the Form 1058, with the consent of the railway agent, in the following style: "Agricultural Adjustment Administration by John H. Doe, Authorized Agent, by Richard Roe". He shall sign the "Consignee's Report of Condition on Arrival" on the bottom of the Form 810 in the following style: "John H. Doe by Richard Roe". (If the railway agent refuses to accept the substitute consignee's signature on the Form 1058, the county office shall notify the State office of this fact by wire or telephone, giving the name of the designated substitute consignee. The State office shall notify its Division office by wire, and that office in turn will ask the SMA to notify the railway agent to release the shipment to the substitute consignee.)

(c) Forms CMP-2, 3, 4, and 5: Sample copies of these forms are attached, and they are to be mimeographed in the county offices in such quantities as are required. It is believed that the entries on these forms need no explanation, but the Division or State offices may issue such supplemental instructions as they believe necessary in this connection.

Issued this 24th day of September 1940.


R. M. Evans, Administrator

Form C-2 (Sample)

United States Department of Agriculture
Agricultural Adjustment Administration
Division

(Community)

APPLICATION FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Name _____ Address _____ White ☐
Colored ☐

Name of head of family if other than applicant _____
Owner ☐ Sharecropper ☐
Tenant ☐ Laborer ☐

No. of persons in family residing at domicile _____

Residing on farm bearing AAA serial No. _____, operated by _____

Gross income of family last year: \$ _____ \$ _____ \$ _____
(From farm) (Other sources) (Total)

*Total of deductible items (listed in detail on reverse side**) \$ _____

*Net income of family last year \$ _____

No. of ready-made mattresses purchased during last ten years _____

No. of useful mattresses now in use by family _____

Have you received, or are you to receive, mattresses from the State welfare agency or the Farm Security Administration? _____ If so, how many? _____

I hereby apply for the amount of material necessary to make _____ full-sized double mattresses, and certify that (1) I would not otherwise have purchased a ready-made mattress or hired a commercial concern to process one for me; (2) to the best of my knowledge and belief the above information is true and correct; (3) upon notification, I will report at the time and place specified, to process the requested material into mattresses in accordance with the directions issued by the State Extension Service; (4) I will furnish the additional material needed to prepare such mattresses; and (5) when the mattress is completed, I will utilize it for the use of my family, identified above, and I agree not to sell, trade, or dispose of it in any manner whatsoever, until it is no longer fit for use as a mattress.

(Date)

(Signature of applicant)

I hereby certify that the county agricultural conservation committee has reviewed the above application and that, to its best information and belief, the foregoing information is correct and the applicant, as a member of a low-income rural (or farm) family, is eligible to receive the material requested. The application is therefore approved for the material necessary to make _____ mattresses.

Material included in orders
bearing following numbers:

(Signature of county committeeman)

(Cotton) _____ (Ticking) _____

(Date)

(*For States operating on a gross income basis these two lines will be omitted.)
(**Following items should be listed on reverse side of mimeographed form: (1) Labor hired outside the family; (2) Feed purchased; (3) Fertilizer purchased; (4) Seed purchased; (5) Taxes paid; and (6) Threshing or ginning expenses.)

Form CMP-3 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration
Division

(Community)

COMMUNITY SUMMARY AND RECEIPT FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Section 1. - Certificate of County Home Demonstration Agent

Attached hereto are Forms CMP-2, "Application for Mattress Material", totaling pounds of cotton and yards of mattress ticking, submitted by applicants from the above-named community and previously approved by the county agricultural conservation committee. The chairman of the community home demonstration club (or other sponsoring group) is and it has been indicated that the material will be called for and delivered to the designated community center by .

(Date)

(Signature of county home demonstration agent)

Section 2. - Approval of Designated Consignee

The above cotton is included in Delivery Order No. and the above mattress ticking is included in Delivery Order No. . This material, in the quantities indicated, should be segregated from the main lot in case it is received as part of a larger shipment, and delivered to the person indicated in Section 1 above.

(Date)

(Signature of Consignee)

Section 3. - Receipt for Material

I have this date received the material listed in Section 1 above, the same being in good condition. I am receiving this material on behalf of the chairman of the community club (or other sponsoring group) indicated in Section 1 above, and agree to deliver it to her in good order at the place approved by the county home demonstration agent.

(Date)

(Signature of trucker for community club)

Form CMP-4 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration
Division

(Community)

Delivery Order No.: _____
(Cotton) (Ticking)

RECEIPT FOR COTTON MATTRESS
(Cotton Mattress Program)

Name _____ Address _____

I hereby acknowledge receipt of one finished cotton mattress in good condition which I have made from _____ pounds of cotton and _____ yards of mattress ticking furnished by the Surplus Marketing Administration through the Agricultural Adjustment Administration. I agree to utilize this mattress for the use of my family, identified in my application (Form CMP-2), and not to sell, trade, or dispose of it in any manner whatsoever until it is no longer fit for use as a mattress.

(Date)

(Signature of applicant)

DELIVERY CERTIFIED:

(Signature of community club chairman)

Form CMP-5 (Sample)
 United States Department of Agriculture
 Agricultural Adjustment Administration
 _____ Division

County _____

State _____

Month _____

MONTHLY PROGRESS REPORT
 (Cotton Mattress Program)

	COTTON (in pounds)			TICKING (in yards)		
	Previous Report	This Month	Total	Previous Report	This Month	Total
Received in county	:	:	:	:	:	:
Delivered to communities	:	:	:	:	:	:
Inventory remaining on hand	:	:	:	:	:	:
Processed into mattresses	:	:	:	:	:	:
Shortage, theft, or destruction	:	:	:	:	:	:

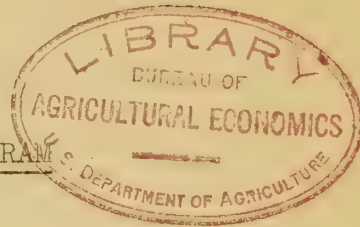
Number of mattresses delivered _____
 (Previous report) (This month) (Total)

Number of families receiving mattresses _____
 (Previous report) (This month) (Total)

Explanation of shortage, theft, or destruction:

 (Date)

 (Signature of county committeeman)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONREGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAMSupplement for Cotton Comforter Program

Section 1. General Plan of Program: The SMA has agreed to make percale and cotton available for the making of cotton comforters, as a supplement to the Cotton Mattress Program. The SMA, AAA, and Extension Service will each have the same functions under this program as under the mattress program, and the regulations and instructions set out in CMP-1 will apply in like manner except as otherwise indicated in the following sections.

Section 2. Rules of Eligibility: Each family participating in the mattress program is eligible to receive the material necessary (10 yards of percale and 4 pounds of cotton) to make one comforter for each mattress WHICH IT HAS MADE AND RECEIVED UNDER THE MATTRESS PROGRAM. The application filed by a family in connection with the mattress program may likewise serve as an application under the comforter program, and it will only be necessary to secure a written statement from the applicant indicating that the family desires material for making comforter (s).

Section 3. Ordering material: (a) Percale: Orders for percale shall be made on Forms FSC-810, "Delivery Order," in the same manner as orders for cotton and ticking, and the word "Percale" shall be entered in the space following the word "Commodity." The order numbers shall be in the same series with those for mattress cotton and ticking. Orders shall be for so many yards of percale, the number of yards to be always a multiple of 250 (for example 1000, 2250, 5750, etc.), but never less than 1,000 yards.

(b) Cotton: Wherever possible, the order for cotton for making comforters should be combined with an order for mattress cotton. Where this is done, a statement must be attached to the Form FSC 810, for submission to the Division office in Washington, indicating the amount of the cotton ordered that is for mattresses and the amount that is for comforters. In such cases of combined orders, the amount of cotton included in the Form FSC 810 need not be in a multiple of 6,000 pounds as required for mattress cotton orders; but the entire order must be for at least 6,000 pounds. Where it is necessary to submit a separate order for the comforter cotton, the word "Commodity" in the heading of Form FSC 810 shall be followed by the words "Cotton for comforters." The order numbers in such cases shall also be in the same series with those for mattress cotton and ticking. The cotton ordered shall be in pounds, and the quantity ordered shall be in the ratio of 4 pounds of cotton to

each 10 yards of percale. For example, if 2000 yards of percale are ordered, 800 pounds of cotton will be ordered.

Section 4. Distribution of Material: The receipt and handling of the percale and the comforter cotton shall be the same as for ticking and mattress cotton. The "Consignee's Report of Condition on Arrival" on the bottom of Form FSC 810 shall show the number of bales and gross pounds of cotton received or the number of yards of percale received, as the case may be.

The consignee will be responsible for the cotton and percale until it is delivered to and receipted for by the persons designated by the home demonstration agent to receive the material for the different communities. Section 3 of Form CMP-3, "Community Summary and Receipt for Mattress Material," should be adapted into a receipt form for execution by the persons receiving the percale and comforter cotton on behalf of the communities. The comforters shall be made in mattress work centers and IN NO EVENT SHALL THE MATERIAL BE DELIVERED TO AN APPLICANT TO TAKE TO HIS HOME TO MAKE A COMFORTER.

Section 5. Receipt for Completed Comforter: The person in charge of the work in a work center shall be responsible for obtaining a receipt for each completed comforter delivered. The receipt shall be taken on a Form CMP-4, "Receipt for Cotton Mattress," adapted into a receipt for a cotton comforter. All receipts obtained shall be promptly turned in to the county AAA office.

Section 6. Progress Reports: Form CMP-5, "Monthly Progress Report," has been revised, as per sample copy attached, for use in all counties and States where the comforter program is carried on. This revised form should be substituted for the old form the first month in which percale or comforter cotton is received. Under "COTTON (in not pounds)" on the Form CMP-5 will be included cotton for both the mattress program and the comforter program.

Issued this 26th day of December, 1940.



Administrator

Form CMP-5 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration
Division

State

Month

MONTHLY PROGRESS REPORT
(Cotton Mattress Program)

	COTTON (in net pounds)	TICKING (in yards)	PERCALE (in yards)
	Previous: This : Total	Previous: This : Total	Previous: This : Total
	report : month :	report : month :	report : month :
Received in county	:	:	:
Made into mattresses or comforters	:	:	:
Lost by fire, theft, etc.	:	:	:
Inventory remaining on hand in county	:	:	:
	XXX :	XXX :	XXX :
	Previous report	This month	Total
Number of mattresses delivered			
Number of comforters delivered			
Number of families receiving material			
Explanation of loss by fire, theft, etc.:			

Number of mattresses delivered

Number of comforters delivered

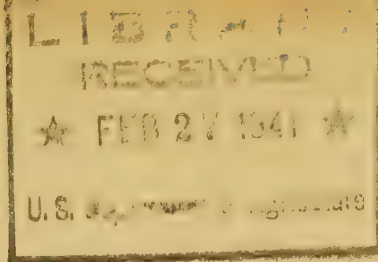
Number of families receiving material

Explanation of loss by fire, theft, etc.:

(Date)

(Signature of county committeeman)

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CMP-1, Amendment 2

Issued January 31, 1941.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

- (1) Item (d), Section 4, of CMP-1 is hereby amended to read as follows: "Net farm income shall be farm income minus expenditures for labor hired outside the family, feed, fertilizer, seed, insecticides and fungicides, containers in which farm products are sold, binder twine and baling wire, fuel and oil used in farm machinery, threshing and ginning, silo filling, and taxes and interest."
- (2) Section 5 of CMP-1 is hereby amended by addition of the following proviso at the end of the first sentence:
- "Provided, however, that a family of three persons shall be eligible to receive two mattresses and a family of five persons shall be eligible to receive three mattresses."

Issued this 31st day of January 1941.

/s/ I. W. DUGGAN

Acting Administrator.

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req.
CMP-1, Amendment 3

Issued March 7, 1941.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

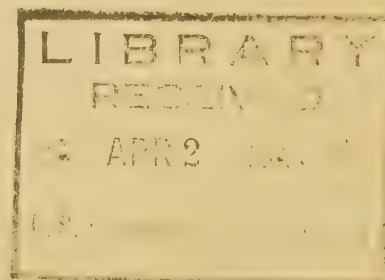
REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATRESS PROGRAM

- (1) The first sentence in Section 8 of CMP-1 is hereby deleted and the following inserted in lieu thereof:

"Orders for cotton and orders for ticking shall be prepared in the county office on Forms FSC (or SMA) 810, "Delivery Order" (hereinafter referred to as Form 810). It is desirable that orders in all cases be based on approved applications filed by eligible families, but it is permissible, with the approval of the State office, for them to be based on the county's estimated needs for the immediate future. It would seem that the only need for placing orders on the basis of estimates will arise at the time the program is first inaugurated in the county."

- (2) Section 2 of CMP-1, Comforter Supplement, is hereby amended by addition of the following phrase at the end of the first sentence:
- "or which it has received from the State welfare agency or the Farm Security Administration."

Issued this 7th day of March 1941.



/s/ N. E. Dodd
Acting Administrator

JAN 29 1941

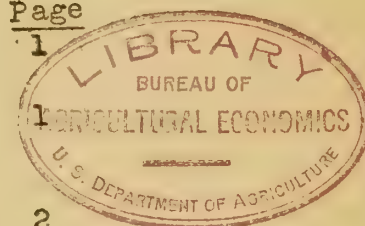
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM
FOR THE EAST CENTRAL REGION

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REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

Section 1. General Plan of Program. The 1940-41 Cotton Mattress Program is a program sponsored jointly by the Extension Service, the Agricultural Adjustment Administration, and the Surplus Marketing Administration (formerly the Federal Surplus Commodities Corporation), under which surplus cotton and mattress ticking are made available to low-income rural families for processing into double-sized mattresses exclusively for home use. The scope of the program is limited to those groups who are financially unable to purchase mattresses from commercial concerns, and it will therefore in no way interfere with the sale of mattresses through commercial channels. This program is a continuation of the Cotton Mattress Project begun in February 1940 in designated counties of the Southern, East Central, Northeast, and North Central Regions.

Under this program the Surplus Marketing Administration (hereinafter referred to as the SMA) donates and ships cotton and mattress ticking to such points in the various counties and in such amounts as requested by the Agricultural Adjustment Administration (hereinafter referred to as the AAA). The function of the AAA, acting through its county, State, and Division offices, is to certify eligible families, place orders for the material with the SMA, receive the cotton and ticking at designated points in the various counties, and distribute the material to persons designated by the Extension home demonstration agent for the particular community to receive material on behalf of the community. The Extension Service, acting through its home demonstration agents and county agents, organizes community mattress demonstration clubs, takes applications from rural families for mattress material, designates persons to accept cotton and ticking on behalf of the various communities, and sees that the material is properly processed into mattresses by eligible families and then delivered to such families.

Sec. 2. Regional and State Allocations of Cotton. A monthly allocation of cotton will be made to each Region by the Administrator of the AAA (hereinafter referred to as the Administrator), and to each State by the Division Director. If it appears in any State that the entire monthly allocation will not be used or that an additional amount of cotton will be required, the State office should notify its Division office of this fact at least 15 days prior to the first day of the month preceding the one in which the allotted amount is to be shipped. For example, information with respect to cotton to be shipped in January must be submitted not later than November 15. If the total of the estimates for the month in any Region is appreciably less than or more than the allocation for that month, the Administrator should be advised accordingly, in order that such adjustments as are possible may be made in the regional allocations.

Sec. 3. Designation of Counties and Initiation of Program Therein. In each county where the program is not already in operation, the home demonstration agent, the county agent, the county AAA committee (hereinafter referred to as the county committee), the person in charge of the work in the county AAA office (hereinafter referred to as the county office), and the Farm Security Administration farm and home supervisors should hold a joint meeting to learn the details of the program and discuss plans for its inauguration in the county. If for any reason the county officials do not feel that the program can be successfully carried on in that county, the State Extension and AAA offices shall be advised to this effect, and the State Extension office will advise its Washington office accordingly.

Sec. 4. Rules of Eligibility for Participation in Program. Any farm family whose total income during the latest preceding calendar year was not in excess of \$600.00 is eligible to participate in the program. Any other family living in the country and whose total income for the latest preceding calendar year was not in excess of \$500.00, is eligible to participate.

In Areas designated by the State Extension Service and the State Agricultural Conservation Committee, any other family living in a town or village having a population of 2,500 or less (according to the Federal Census of 1940), whose income for the latest preceding calendar year was not in excess of \$500.00, may also participate.

For any family having more than four members, the income level is increased by \$50.00 for each member of the family in excess of four persons.

In connection with these rules of eligibility, the following definitions will apply:

- (a) A family consists of two or more persons having a common or pooled income and living together as an interdependent economic unit in one household, or one person maintaining a separate and independent household.
- (b) A farm family is any family which derives at least one-half of its income from agricultural occupations, regardless of place of residence.
- (c) Total income means the cash income received, or earned and collectible, from all sources, plus the local market value of unsold farm products raised for sale or received as payment for services or rent and held for sale, minus farm rent paid or to be paid in cash.

Sec. 5. Maximum Number of Mattresses per Family. Each eligible family may receive one mattress for each two persons in the family, but not to exceed a total of three mattresses. Where one person constitutes a family under the provisions of this program, such person is eligible to receive one mattress. If the family has already received a mattress or has made application for material to make a mattress, under the Cotton Mattress Project, or has received a mattress or the material to make a mattress from the Farm Security Administration or the State welfare agency, this is to be included in determining the number of mattresses which the family may receive under the program.

Sec. 6. Making Application for Mattress Material. Applications for cotton and ticking will be taken on Form CMP-2, "Application for Mattress Material", under the general supervision of the home demonstration agent or county agent, and may be made by any responsible member of the family but not by more than one member thereof. The person supervising the taking of applications will review each application and place his initials in the upper left corner thereof. The application will then be turned over to the county committee for review and for the placing of orders for mattress material.

Sec. 7. Certification of Application by County Committee. The county committee shall review each application for mattress material, to determine whether the applicant's family is eligible under the provisions of these regulations. In large counties it may be advisable for the county committee to have the community committeemen pass on the applications from their respective communities before the county committee itself certifies the applications. If the committee has reason to believe that any information included in the Form CMP-2 is untrue, it shall either reject the application altogether or shall call in the applicant for a complete analysis of all data submitted by him. Notwithstanding any provisions of these regulations, the county committee shall not certify the application of any family who it knows or has reason to believe already has mattresses of any sort fit to supply its needs or has the necessary funds to purchase such mattresses through commercial channels.

The committee shall secure from the local welfare agency a certified list of all rural families in the county who are on relief, and shall check each application for mattress material against this list. Families whose names appear on this list may be considered as eligible families without any further check by the county committee. However, if the committee has reason to believe that any such family would not qualify under the provisions of Section 4 of these instructions, it shall base its approval or disapproval of the application on the actual income of the family during the latest preceding calendar year as determined by the committee.

If the committee determines that the applicant is eligible to receive the mattress material for which application is made, it shall authorize one of its members to sign the approved application on behalf of the committee. If it rejects the application for any reason, the word "Rejected" shall be inserted in the space for the signature of a county committeeman on Form CMP-2 and the applicant shall be notified of the committee's action. Appeal may be taken, in accordance with the procedure prescribed under the Agricultural Conservation Program, by any applicant whose application is rejected by the county committee.

Sec. 8. Ordering Mattress Material. Orders for cotton and orders for ticking covering approved applications shall be prepared in the county office on Forms FSC (or SMA) 810, "Delivery Order" (hereinafter referred to as Form 810), and in all cases must be based on applications filed by eligible families and certified by the county committee. Separate orders are required for cotton and for ticking. The minimum order for cotton is 24,000 pounds, and amounts in excess of that in multiples of 6,000 pounds, and the order for ticking is 1 bale (containing approximately 1,200 yards) for each 6,000 pounds of cotton. Exceptions to this rule on minimum shipment of cotton will be allowed on a maximum of 35 percent of the total cotton ordered in a State for any one month, and in these cases the orders must be for 6,000, 12,000, or 18,000 pounds. If there are not enough eligible families in a county to take a minimum shipment of 6,000 pounds of cotton, two or more counties may, with the consent of the State office, combine their requests into one order and request shipment to a point convenient to them all. In such cases, the order on Form 810 will carry the code number of the county to which shipment is to be made.

Each order shall state a 15-day period during which delivery of the cotton or ticking can be accepted, since this is as closely as the SMA is able to gauge shipping time to the county destination. Orders in all cases must be submitted by the county offices in sufficient time to allow the orders to reach the Division office in Washington at least 30 days prior to the first day on which delivery of the cotton and ticking can be accepted.

The original and first 4 copies of Form 810 shall be forwarded to the State office and the last (white) copy retained in the county office files.

A designated certifying officer in the State office shall check the orders submitted from the county office, to determine that they are in proper form, and if he deems it necessary he may require the county office to submit copies of the approved Forms CMP-2 for audit before signing the Forms 810. The certifying officer shall sign the original of the approved Form 810 and forward it, together with the first three copies thereof, to his Division office in Washington, which in turn will submit the order to the SMA for placement. The fifth (salmon) copy of the Form 810 shall be retained in the State office files.

Sec. 9. County Office Procedure Pending Receipt of Material. After applications have been approved by the county committee, and orders prepared on Forms 810, the applications shall be returned to the home demonstration agent. She will assemble the approved orders by communities and execute section 1 of Form CMP-3, "Community Summary and Receipt for Mattress Material", in duplicate. The approved applications, together with both copies of the Form CMP-3, will then be returned to the county office.

The person who has been designated as consignee of the shipment shall execute section 2 of Form CMP-3. All forms CMP-2 shall then be detached from the Form CMP-3, and the heading (including the name and address of the applicant) of Form(s) CMP-4, "Receipt for Cotton Mattress", shall be filled out for each application. If the application for material covers more than one mattress, a separate Form CMP-4 shall be prepared for each mattress.

The copy of the Form OMP-3 shall then be handed to the person whom the consignee has designated to distribute the mattress material upon its receipt at the railway station, in order that he may have the exact amount of cotton and ticking ready when it is called for by the trucker for the community club.

Sec. 10. Shipment and Receipt of Material. Upon placement by the SMA of the order for cotton or ticking, the fourth (pink) copy of the covering Form 810 will be transmitted by the SMA to the appropriate Division of the AAA. The Division will in turn transmit the form to the applicable State office, which will forward it to the person to whom the shipment is consigned in the county.

Upon actual shipment of the cotton or ticking, the shipper will mail direct to the consignee the original and one memorandum copy of Standard Form No. 1058, "Government Bill of Lading" (hereinafter referred to as Form 1058), covering the shipment. When the material arrives at the designated place, the consignee will be notified by the railway agent. The consignee must accept delivery of the material within the "free time" shown on the "Arrival Notice", which will be mailed or delivered to the consignee by the railway agent.

The consignee shall have each bale of cotton weighed immediately upon receipt and shall carefully check both cotton and ticking against the bill of lading. In the event of shortage or damage, the consignee shall make a proper report thereof on the reverse side of the Form 1058 in the spaces provided. Any claim against the carrier for such loss or damage will be filed by the SMA, and therefore the consignee should take no action other than to report the loss or damage on the Form 1058 (and on the reverse side of the fourth (pink) copy of Form 810). It should be noted that the consignee is not required or allowed to insert the value of the goods on the Form 1058.

After the material has been checked by the consignee, he shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058 and surrender the original form to the railway agent. The memorandum copy of the form shall be retained in the county office files.

Upon receipt of the material, the consignee shall also execute the "Consignee's Report of Condition on Arrival" on the bottom of the fourth (pink) copy of the Form 810, and if there has been any loss, damage, or shrinkage of the cotton or ticking, he shall likewise execute the reverse side of the form. The sixth (white) copy of the Form 810 originally retained in the county office files shall then be completed in the same manner as the fourth (pink) copy, and the pink copy forwarded at once to the State office. The State office in turn shall transmit this copy to its Division office in Washington, which will forward it to the SMA. It is imperative that the pink copy of the Form 810 be completed and returned to the SMA with the least possible delay, since the carrier cannot be paid for transportation of the material until this form has been approved by the SMA.

NOTE: If for any reason the person who was originally designated as consignee on Form 810 cannot receive and sign for the shipment of material, the county committee shall designate another person to act in his place. In such

cases the committee shall execute a statement explaining and authorizing the substitution, and shall submit this statement, in duplicate, to the State office at the same time the completed fourth (pink) copy of the Form 810 is transmitted. A designated certifying officer in the State office shall place his approval on the bottom of the original statement and submit such statement to his Division office along with the fourth (pink) copy of the Form 810. The copy of the county committee's statement shall be filed in the State office along with its copy of the Form 810.⁷

Sec. 11. Distribution of Mattress Material to Communities. After receipt of a shipment of cotton or ticking, the consignee is responsible for its safe storage until it is called for by the truckers designated by the home demonstration agent to haul the material to the various community centers. It is the consignee's responsibility to provide for unloading, weighing, and storing the cotton and ticking, and to this end he should make adequate arrangements in advance of receipt of the material at the designated place. Where a given shipment is to be distributed among several communities and the consignee is not in a position to personally supervise its distribution to the truckers for the community clubs, he should designate a responsible person as his agent to look after the cotton and ticking and to be in charge of its distribution to the truckers. Section 2 of Form CMP-3 is for this purpose.

The person who has been designated in section 1 of Form CMP-3 as trucker for the community club will call at the county office (or if shipment is made to some point other than the town where the county office is located, he shall call on the consignee) and receive the original of Form CMP-3 and the applicable Forms CMP-4. He will present the Form CMP-3 to the person in charge of distributing the mattress material and secure the cotton and ticking for his community. At the time of receipt, the trucker will turn over the original Form CMP-3, properly signed by him in section 3 thereof, to the person distributing the material. After the entire shipment has been distributed, this person will transmit the receipted copies of all Forms CMP-3 to the designated consignee. The truckers for the community clubs will deliver the mattress material and the covering Forms CMP-4 to the chairmen of the community clubs, who will thereafter be responsible for the safekeeping of the material until it is delivered to eligible families in the form of completed mattresses.

Sec. 12. Use of Remnants of Cotton and Ticking. Any remnants of cotton or ticking left over after completion of mattress-making in a given community center may be used by eligible families in making other household articles exclusively for home use. Such remnants should be distributed to as large a number of families as possible to the end that there may be no criticism or favoritism. Cotton remnants may be used to make mattress protector pads, in upholstering or re-upholstering furniture, etc., and ticking remnants may be used for making mattress protector pads, pillows, etc. Any amount of cotton less than 47 pounds and any amount of ticking less than 10 yards will be considered as remnants. Amounts in excess of this should be returned to the consignee for safekeeping until such time as they may be used in another community for making mattresses. Any amounts distributed as remnants shall be included in the pounds of cotton or yards of ticking shown as received by the applicants on Forms CMP-4.

Sec. 13. Receipts for Mattress Material. The chairman of the community club will take the necessary steps to carry out the processing of mattresses by members of the applicant families, and after the mattresses are made she will see that they are delivered to the proper persons. It will be her duty to fill in the number of pounds of cotton and the number of yards of ticking on Form CMP-4; to secure the signature of the person receiving the finished mattress; and to approve such form in the space provided at the time the mattress is delivered. At least once each week the chairman will transmit to the consignee the Forms CMP-4 executed during the week.

Upon receipt of the executed Forms CMP-4, the consignee shall have them filed in the county office with the copy of the related Form 810, as part of the permanent records of the county office.

Sec. 14. Procedure Where Ineligible Family Has Received Mattress. In any case where it is definitely determined that a family who had received a mattress was ineligible under the provisions of the program to receive such mattress, the person receiving the mattress should be advised of this fact by the county committee as soon as the determination is made and given full reasons for the committee's determination and required to return the mattress if it has not been used or to pay for it if it has been used at all. The amount to be paid will be the approximate average cost of the material to the Government (which will be furnished to the AAA by the SMA), and should be in the form of a draft, cashier's check, or postal money order drawn payable to the Treasurer of the United States.

Any payment collected in the above manner should be transmitted to the State office immediately upon receipt, together with a letter signed by the treasurer of the county association, explaining the circumstances under which the draft, check, or money order is submitted. The State office should forward the payment and the statement to the Division office in order that the money may be deposited in the U. S. Treasury as "Miscellaneous Receipts."

In any case where an applicant fails either to return the mattress or pay the estimated cost thereof to the Government within a period of two weeks from the time of notification, the State office should be furnished with an explanatory statement, in duplicate and signed by a member of the county committee, in which are given the name and address of the head of the family who received the mattress, and the serial number of the farm on which the family is located, or the address of the family's dwelling. The State office should be advised in the statement that the person's name has been placed on the county Register of Indebtedness, and that any applications for payment for such person forwarded from the county office will carry a reference to such indebtedness. One copy of the explanatory statement should be retained by the State office and the other copy forwarded to the Examining Section. Since this indebtedness will arise in the county office, the Examining Section will not issue Form ES-300, Register of Indebtedness Statement, in such cases.

Sec. 15. Progress Reports. (a) By County Office: On the last day of each month the county office shall submit to the State office a signed report on Form CMP-5, "Monthly Progress Report", showing the status of the program in the county. In counties where the program has previously been in operation, the report shall reflect cumulative totals of all cotton and ticking received and all mattresses delivered under the entire program.

(b) By State Office: On the 5th day of each month the State office shall submit to its Division office in Washington a report, in duplicate, on Form CMP-5, revised as set out below, showing the status of the program in the State.

- (1) Strike out "County" in the upper right corner of the form.
- (2) At the bottom of the form strike out "Signature of county committeeman" and insert "Signature of certifying officer," and insert immediately above this space the following: "I hereby certify that the figures on this report are correct according to the records of this office, and represent the status of the Cotton Mattress Program in this State as of (insert last day of previous month)."

Sec. 16. Disposition of Bagging and Ties: The bagging and ties from cotton and ticking are the property of the United States Government, and must be disposed of in accordance with applicable rules and regulations. In this connection, the Administrator has determined that two or more members of the county committee (or a majority of the members of the State committee) shall constitute a board of survey, with authority to dispose of the bagging and ties, provided the value of the property disposed of at any one time does not exceed \$500.

The county committee shall call for written or oral bids from ginner and others on not less than five days notice posted in one or more conspicuous places in or near the county office and elsewhere and such other notification (without the expense of advertising) as is likely to bring the invitation to bid to the attention of persons likely to be interested in bidding in the county and within 50 miles of the county office. At the time and place fixed by the county committee the bagging and ties shall be sold to the highest bidder after full opportunity for bidding, if such bid is for a price not unfair to the Government. If it is found feasible, material from all community centers shall be concentrated at one point in the county in order that the work of the county committee in disposing of the material may be as light as possible and in order that the highest possible price may be obtained for same. The bagging and ties may be sold in lots from time to time rather than awaiting completion of the program in the county.

If it appears necessary to do so, in order to obtain the highest possible prices, the State committee may, in similar manner, ask for bids on the material for the State as a whole or for given sections thereof. If the highest bidder offers a higher price for the material than, in the opinion of the State committee, it would be possible to obtain locally in the counties, such material should be disposed of to the highest bidder. A person purchasing the material in this manner will, of course, be required to pick up the bagging and ties from their location in the counties, as the AAA does not have facilities for shipping the material to a central point in the State or section. Where the State committee obtains a blanket offer of this kind, it should notify the county offices involved, giving them the name and address of the highest bidder and asking that they notify such bidder as to the amount of material on hand in the county and its location. Payment for the material will then be made direct to the county committee rather than to the State committee.

Payment for bagging and ties shall be made in the form of a draft, cashier's check, or postal money order, drawn payable to the Treasurer of the United States. Such draft, check, or money order shall be transmitted to the State office by the county committee, together with a statement as to the amount of material sold, to whom it was sold, and the date of the sale. The State office shall forward such draft, check, or money order, and the explanatory statement to the Division office in order that the proceeds may be deposited in the U. S. Treasury as "Miscellaneous Receipts."

If neither the county committee nor the State committee is able, with due diligence, to secure a purchaser for the material (due to the age or condition of the material, or simply because no one will make a bid on it), the county committee may, with the prior consent of the State office, dispose of it by turning it over to cooperating families in the community to use in filling gullies or washes in their fields or pastures, or where there is no such demand by burning or discarding it.

On or before June 30, 1941, the county committee must, in all cases, make a full written report to the State committee as to the disposition made of all bagging and ties received in the county under the entire Cotton Mattress Program. To this end, the county committee should keep a detailed record concerning the action taken by it with respect to the bagging and ties taken from each bale of cotton and ticking.

Sec. 17. Audit of County Office Records by State Office Representative. A field representative of the State office shall make a periodic check of the county office records on the Cotton Mattress Program, to ascertain that the regulations and instructions are being carefully followed. In this connection, particular attention should be given to the eligibility requirements on income and also to see that all cotton and ticking received in the county is being properly accounted for by signed receipts for completed mattresses.

Sec. 18. Obtaining Facilities and Incidental Expense Funds. There are no Government funds available to take care of expenses incident to the administration of the Cotton Mattress Program in the counties, and it will therefore be necessary to raise such funds locally or require each applicant to pay his estimated share of the expenses. It is believed that local clubs and social welfare organizations or agencies of the local government will be able and willing to provide such free storage space as may be required for the cotton and ticking and to furnish such small sums as may be needed to meet the incidental expenses of the program. If this should not be possible, the local club leaders will probably find it necessary to ask each family participating in the program to pay its estimated share of the expenses. In no case should any funds of this nature be handled by the county office or in any manner mingled with funds of the county agricultural conservation association. In this connection, the participating families should be informed that the cotton and ticking are outright donations from the Surplus Marketing Administration from materials purchased by that agency.

Sec. 19. Forms Used in Connection with Program.

(a) Form FSC-810 "Delivery Order": Supplies of this form may be obtained by the State offices by placing a requisition with their Division

offices in Washington. The forms themselves will be shipped to the State offices direct from the SMA.

The form shall be executed in accordance with the following instructions:

Commodity: Enter "Cotton" or "Mattress Ticking", as the case may be.

State No.: Strike out "State" and enter "Order". Enter in the blank space the State and county code followed by the serial number of the order. The serial number will be in one consecutive series for each county for both cotton and ticking.

(State agency): Enter "AAA".

State: Enter the name of the State.

Units: Enter the number of pounds of cotton or the number of bales of ticking.

(Date) and (Date): Enter the 15-day period during which shipment is requested. For example, "January 16 and January 30".

For and on behalf of: Enter "AAA".

State Director of Commodity Distribution: Type "AAA Certifying Officer" over this wording. The space for signature shall be left blank by the county office, and a duly authorized certifying officer in the State office shall affix his signature in ink or indelible pencil on the original of the Form 810. A specimen of the signature of the certifying officer, with authorization by the administrative officer in charge of the State office, must be forwarded to the Division office in Washington and, after approval by the Division Director, must be transmitted to the Distribution and Purchase Division of the SMA.

Authorized agent: Enter the name of the designated consignee, who should be a county or community committeeman or an employee of the county agricultural conservation association able to deal with such matters.

Title: Enter the official title of the person who is designated as consignee, such as, "Treasurer of County A.C.A.", "County AAA Committeeman", "Employee of County AAA Office", etc.

City, State: Enter the names of the town and State to which shipment is to be made, which in all cases must have a railway station. (If the mail address of the consignee is other than the point of shipment, enter the following notation in the space to the left of "Title": "Mail Bill of Lading to", followed by the mail address of the consignee.)

R. R. or team track: If the order is for 24,000 or more pounds of cotton, enter the name of the railroad on whose siding delivery is desired. Otherwise, leave this space blank.

The remaining spaces on the front side of Form 810 should be left blank. The county and State offices shall leave the carbons inserted between the second, third, and fourth copies of the form for use by the SMA in completing the front of the form.

Consignee's Report of Condition on Arrival; This section of the Form 810 appears only on the fourth, fifth, and sixth copies. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received.

The first two lines of this Report are to be filled in only for a shipment of cotton where the shipment is in a full carload lot. "Placed" means the date the car is placed on the siding.

On the line beginning with the word "Weight" only the first space shall be filled in and then only with respect to cotton. The figure to be entered here will be the actual weight of the cotton (including bagging and ties) upon receipt at destination. The cotton in all cases must be weighed before the Government Bill of Lading (Form 1058) is executed by the consignee.

In the first space on the last line of the Report shall be entered the number of bales of cotton received, or the number of bales and yards of ticking received. The number of yards of ticking will be stamped on the bale when it is received and must be entered on the Form 810. If the number of yards is not shown, the form will have to be returned to the county for this information.

The designated consignee shall sign in the space designated "Authorized agent at destination".

Reverse side of Form 810: The fourth, fifth, and sixth copies of the form have a section printed on the reverse side. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received, but only in the event there has been a loss, damage, or shrinkage of the cotton or ticking.

Where this section is executed, it is not necessary to fill in items 6, 10, 11, 12, 13, 14, 15, and 19, or the third space ("Shrinkage") under item 1.

The "Quantity of loss" in item 1 shall be based on actual weight or measurement.

The answer to item 7 will be "Actual" in all cases.

The answer to item 8 in all cases will be: "Bill of lading weight and actual outturn weight".

Items 16, 17, and 18 will be filled in only for cotton shipped in carload lots.

The second line under item 20 is to be properly filled in by giving the title of the designated consignee. The "Deposition" must be properly sworn to before a notary public by the designated consignee. The notary will sign the

fourth (pink) copy of the Form 810. The signature he is notarizing is the one on the front of the form in the section designated "Consignee's Report of Condition on Arrival". The reverse side of the Form 810 is a part of this Report.

(b) Standard Form No. 1058, "Government Bill of Lading": The consignee shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058. The "Name of transportation company" will be the full corporate name of the railroad which delivers the goods. The "Actual point of delivery by carrier" will be the names of the town and State where delivery is taken. The weight of the goods, whether cotton or ticking, will be the gross weight, since freight charges are paid on that basis. As indicated on the form, the weight shall be entered in both words and figures. In the lower left corner of the form, below the word "Weight", the consignee shall insert the number of bales of cotton or ticking received; as, "12 bales." The signature of the consignee and the date must be in ink or indelible pencil, and the signature must contain the full name as typed in the heading of the form; as, "Agricultural Adjustment Administration by John H. Doe, Authorized Agent".

No changes whatever shall be made on the Form 1058 by the consignee.

Inability of designated consignee to receive shipment: If for any reason the person who was originally designated on Form 810 as consignee of the shipment cannot receive and sign for the same, the county AAA committee shall designate another person to act in his place.

The substitute consignee shall sign the Form 1058, with the consent of the railway agent, in the following style: "Agricultural Adjustment Administration by John H. Doe, Authorized Agent, by Richard Roe". He shall sign the "Consignee's Report of Condition on Arrival" on the bottom of the Form 810 in the following style: "John H. Doe by Richard Roe". (If the railway agent refuses to accept the substitute consignee's signature on the Form 1058, the county office shall notify the State office of this fact by wire or telephone, giving the name of the designated substitute consignee. The State office shall notify its Division office by wire, and that office in turn will ask the SNA to notify the railway agent to release the shipment to the substitute consignee.)

(c) Forms CMP-2, 3, 4, and 5: Sample copies of these forms are attached, and they are to be mimeographed in the county offices in such quantities as are required. It is believed that the entries on these forms need no explanation, but the Division or State offices may issue such supplemental instructions as they believe necessary in this connection.

Issued this 30th day of September 1940.

W. L. Finner

Director, East Central Division.

Form CMP-2 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration
Division

(Community)

APPLICATION FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Name _____ Address _____ White ☐
Colored ☐

Name of head of family if other than applicant _____
Owner ☐ Sharecropper ☐
Tenant ☐ Laborer ☐

No. of persons in family residing at domicile _____

Residing on farm bearing AAA serial No. _____, operated by _____

Gross income of family last year: \$ _____ \$ _____ \$ _____
(From farm) (Other sources) (Total)

*Total of deductible items (listed in detail on reverse side**) \$ _____

*Net income of family last year \$ _____

No. of ready-made mattresses purchased during last ten years _____

No. of useful mattresses now in use by family _____

Have you received, or are you to receive, mattresses from the State welfare agency or the Farm Security Administration? _____ If so, how many? _____

I hereby apply for the amount of material necessary to make _____ full-sized double mattresses, and certify that (1) I would not otherwise have purchased a ready made mattress or hired a commercial concern to process one for me; (2) to the best of my knowledge and belief the above information is true and correct; (3) upon notification, I will report at the time and place specified, to process the requested material into mattresses in accordance with the directions issued by the State Extension Service; (4) I will furnish the additional material needed to prepare such mattresses; and (5) when the mattress is completed, I will utilize it for the use of my family, identified above, and I agree not to sell, trade, or dispose of it in any manner whatsoever, until it is no longer fit for use as a mattress.

(Date)

(Signature of applicant)

I hereby certify that the county agricultural conservation committee has reviewed the above application and that, to its best information and belief, the foregoing information is correct and the applicant, as a member of a low-income rural (farm) family, is eligible to receive the material requested. The application is therefore approved for the material necessary to make _____ mattresses.

Material included in orders
bearing following numbers:

(Signature of county committeeman)

(Cotton) _____ (Ticking) _____

(Date)

(*For States operating on a gross income basis these two lines will be omitted.)
(**Following items should be listed on reverse side of mimeographed form: (1) Labor hired outside the family; (2) Feed purchased; (3) Fertilizer purchased; (4) Seed purchased; (5) Taxes paid; and (6) Threshing or ginning expenses.)

Form CMP-3 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration
Division

(Community)

COMMUNITY SUMMARY AND RECEIPT FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Section 1. - Certificate of County Home Demonstration Agent

Attached hereto are Forms CMP-2, "Application for Mattress Material", totaling pounds of cotton and yards of mattress ticking, submitted by applicants from the above-named community and previously approved by the county agricultural conservation committee. The chairman of the community home demonstration club (or other sponsoring group) is and it has been indicated that the material will be called for and delivered to the designated community center by .

(Date)

(Signature of county home demonstration agent)

Section 2. - Approval of Designated Consignee

The above cotton is included in Delivery Order No. and the above mattress ticking is included in Delivery Order No. . This material, in the quantities indicated, should be segregated from the main lot in case it is received as part of a larger shipment, and delivered to the person indicated in Section 1 above.

(Date)

(Signature of Consignee)

Section 3. - Receipt for Material

I have this date received the material listed in Section 1 above, the same being in good condition. I am receiving this material on behalf of the chairman of the community club (or other sponsoring group) indicated in Section 1 above, and agree to deliver it to her in good order at the place approved by the county home demonstration agent.

(Date)

(Signature of trucker for community club)

Form CMP-4 (Sample)
United States Department of Agriculture
Agricultural Adjustment Administration

Division

(Community)

Delivery Order No.:

(Cotton) (Ticking)

RECEIPT FOR COTTON MATTRESS
(Cotton Mattress Program)

Name _____ Address _____

I hereby acknowledge receipt of one finished cotton mattress in good condition which I have made from _____ pounds of cotton and _____ yards of mattress ticking furnished by the Surplus Marketing Administration through the Agricultural Adjustment Administration. I agree to utilize this mattress for the use of my family, identified in my application (Form CMP-2), and not to sell, trade, or dispose of it in any manner whatsoever until it is no longer fit for use as a mattress.

(Date)

(Signature of applicant)

DELIVERY CERTIFIED:

(Signature of community club chairman)

Form CMP-5 (Sample)
 United States Department of Agriculture
 Agricultural Adjustment Administration
 _____ Division

County _____

State _____

Month _____

MONTHLY PROGRESS REPORT
 (Cotton Mattress Program)

	COTTON (in pounds)			TICKING (in yards)		
	Previous	This		Previous	This	
	Report	Month	Total	Report	Month	Total
Received in county	:	:	:	:	:	:
Delivered to communities	:	:	:	:	:	:
Inventory remaining on hand	:	:	:	:	:	:
Processed into mattresses	:	:	:	:	:	:
Shortage, theft, or destruction	:	:	:	:	:	:

Number of mattresses delivered

(Previous report)

(This month)

(Total)

Number of families receiving
 mattresses

(Previous report)

(This month)

(Total)

Explanation of shortage, theft, or destruction:

(Date)

(Signature of county committeeman)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

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REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

Section 1. General Plan of Program. The 1940-41 Cotton Mattress Program is a program sponsored jointly by the Extension Service, the Agricultural Adjustment Administration, and the Surplus Marketing Administration (formerly the Federal Surplus Commodities Corporation), under which surplus cotton and mattress ticking are made available to low-income rural families for processing into double-sized mattresses exclusively for home use. The scope of the program is limited to those groups who are financially unable to purchase mattresses from commercial concerns, and it will therefore in no way interfere with the sale of mattresses through commercial channels. This program is a continuation of the Cotton Mattress Project begun in February 1940.

Under this program the Surplus Marketing Administration (hereinafter referred to as the SMA) donates and ships cotton and mattress ticking to such points in the various counties and in such amounts as requested by the Agricultural Adjustment Administration (hereinafter referred to as the AAA). The function of the AAA, acting through its county, State, and Division offices, is to certify eligible families, place orders for the material with the SMA, receive the cotton and ticking at designated points in the various counties, and distribute the material to persons designated by the Extension home demonstration agent for the particular community to receive material on behalf of the community. The Extension Service, acting through its home demonstration agents and county agents, organizes community mattress demonstration clubs, takes applications from rural families for mattress material, designates persons to accept cotton and ticking on behalf of the various communities, and sees that the material is properly processed into mattresses by eligible families and then delivered to such families.

Sec. 2. State Allocations of Cotton. A monthly allocation of cotton will be made to each State by the Division Director. If it appears in any State that the entire monthly allocation will not be used or that an additional amount of cotton will be required, the State office should notify its Division office of this fact at least 15 days prior to the first day of the month preceding the one in which the allotted amount is to be shipped. For example, information with respect to cotton to be shipped in January must be submitted not later than November 15. The Division Director will then make such reallocations as are possible among the various States.

Sec. 3. Designation of Counties and Initiation of Program
Therein. In each county where the program is not already in operation, the home demonstration agent, the county agent, the county AAA committee (hereinafter referred to as the county committee), the person in charge of the work in the county AAA office (hereinafter referred to as the county office), and the Farm Security Administration farm and home supervisors should hold a joint meeting to learn the details of the program and discuss plans for its inauguration in the county. If for any reason the county officials do not feel that the program can be successfully carried on in that county, the State Extension and AAA offices shall be advised to this effect, and the State Extension office will advise its Washington office accordingly.

Sec. 4. Rules of Eligibility for Participation in Program. Any low-income rural family, as hereinafter defined, is eligible to participate in the program. In this connection, the following definitions will apply:

- (a) A family consists of two or more persons having a common or pooled income and living together as an interdependent economic unit in one household, or one person maintaining a separate independent household.
- (b) A low-income rural family is any family which had for the latest preceding calendar year a total income of not more than \$500, plus \$50 for each member of the family in excess of four persons, and which (1) lives in the country or (2) lives in a village, town, or city, and derived at least one-half of its total income during the latest preceding calendar year from agricultural occupations.
- (c) Total income means the cash income received from all sources or earned and collectible, plus the local market value of unsold farm products raised for sale or received as payment for services or rent and held for sale, minus farm rent paid or to be paid in cash.

Sec. 5. Maximum Number of Mattresses per Family. Each eligible family may receive one mattress for each two persons in the family, but not to exceed a total of three mattresses. Where one person constitutes a family under the provisions of this program, such person is eligible to receive one mattress. If the family has already received a mattress or has made application for material to make a mattress, under the Cotton Mattress Project, or has received a mattress or the material to make a mattress from the Farm Security Administration or the State welfare agency, this is to be included in determining the number of mattresses which the family may receive under the program.

Sec. 6. Making Application for Mattress Material. Applications for cotton and ticking will be taken on Form CMP-2, "Application for Mattress Material", under the general supervision of the home demonstration agent or county agent, and may be made by any responsible member of the family but not by more than one member thereof. The person supervising the taking of applications will review each application and place his initials in the upper left corner thereof. The application will then be turned over to the county committee for review and for the placing of orders for mattress material.

Sec. 7. Certification of Application by County Committee. The county committee shall review each application for mattress material, to determine whether the applicant's family is eligible under the provisions of these regulations. In large counties it may be advisable for the county committee to have the community committeemen pass on the applications from their respective communities before the county committee itself certifies the applications. If the committee has reason to believe that any information included in the Form CMP-2 is untrue, it shall either reject the application altogether or shall call in the applicant for a complete analysis of all data submitted by him. Notwithstanding any provisions of these regulations, the county committee shall not certify the application of any family who it knows or has reason to believe already has mattresses of any sort fit to supply its needs or has the necessary funds to purchase such mattresses through commercial channels.

The committee shall secure from the local welfare agency a certified list of all rural families in the county who are on relief, and shall check each application for mattress material against this list. Families whose names appear on this list may be considered as low-income rural families without any further check by the county committee. However, if the committee has reason to believe that any such family would not qualify under the definition of a low-income rural family, it shall base its approval or disapproval of the application on the actual income of the family during the latest preceding calendar year as determined by the committee.

If the committee determines that the applicant is eligible to receive the mattress material for which application is made, it shall authorize one of its members to sign the approved application on behalf of the committee. If it rejects the application for any reason, the word "Rejected" shall be inserted in the space for the signature of a county committeeman on Form CMP-2 and the applicant shall be notified of the committee's action. Appeal may be taken, in accordance with the procedure prescribed under the Agricultural Conservation Program, by any applicant whose application is rejected by the county committee.

Sec. 8. Ordering Mattress Material. Orders for cotton and orders for ticking covering approved applications shall be prepared in the county office on Forms FSC (or SMA) 810, "Delivery Order" (hereinafter referred to as Form 810), and in all cases must be based on applications filed by eligible families and certified by the county committee. Separate orders are required for cotton and for ticking. The minimum order for cotton is 24,000 pounds, and amounts in excess of that in multiples of 6,000 pounds, and the order for ticking is 1 bale (containing approximately 1,200 yards) for each 6,000 pounds of cotton. Exceptions to this rule on minimum shipment of cotton will be allowed on a maximum of 35 percent of the total cotton ordered in a State for any one month, and in these cases the orders must be for 6,000, 12,000, or 18,000 pounds. If there are not enough eligible families in a county to take a minimum shipment of 6,000 pounds of cotton, two or more counties may, with the consent of the State office, combine their requests into one order and request shipment to a point convenient to them all. In such cases, the order on Form 810 will carry the code number of the county to which shipment is to be made.

Each order shall state a 15-day period during which delivery of the cotton or ticking can be accepted, since this is as closely as the SMA is able to gauge shipping time to the county destination. Orders in all cases must be submitted by the county offices in sufficient time to allow the orders to reach the Division office in Washington at least 30 days prior to the first day on which delivery of the cotton and ticking can be accepted.

The original and first 4 copies of Form 810 shall be forwarded to the State office and the last (white) copy retained in the county office files.

A designated certifying officer in the State office shall check the orders submitted from the county office, to determine that they are in proper form, and if he deems it necessary he may require the county office to submit copies of the approved Forms CMP-2 for audit before signing the Forms 810. The certifying officer shall sign the original of the approved Form 810 and forward it, together with the first three copies thereof, to his Division office in Washington, which in turn will submit the order to the SMA for placement. The fifth (salmon) copy of the Form 810 shall be retained in the State office files.

Sec. 9. County Office Procedure Pending Receipt of Material. After applications have been approved by the county committee, and orders prepared on Forms 810, the applications shall be returned to the home demonstration agent. She will assemble the approved orders by communities and execute section 1 of Form CMP-3, "Community Summary and Receipt for Mattress Material", in duplicate. The approved applications, together with both copies of the Form CMP-3, will then be returned to the county office.

The person who has been designated as consignee of the shipment shall execute section 2 of Form CMP-3. All forms CMP-2 shall then be detached from the Form CMP-3, and the heading (including the name and address of the applicant) of Form(s) CMP-4, "Receipt for Cotton Mattress", shall be filled out for each application. If the application for material covers more than one mattress, a separate Form CMP-4 shall be prepared for each mattress.

The copy of the Form CMP-3 shall then be handed to the person whom the consignee has designated to distribute the mattress material upon its receipt at the railway station, in order that he may have the exact amount of cotton and ticking ready when it is called for by the trucker for the community club.

Sec. 10. Shipment and Receipt of Material. Upon placement by the SMA of the order for cotton or ticking, the fourth (pink) copy of the covering Form 810 will be transmitted by the SMA to the appropriate Division of the AAA. The Division will in turn transmit the form to the applicable State office, which will forward it to the person to whom the shipment is consigned in the county.

Upon actual shipment of the cotton or ticking, the shipper will mail direct to the consignee the original and one memorandum copy of Standard Form No. 1058, "Government Bill of Lading" (hereinafter referred to as Form 1058), covering the shipment. When the material arrives at the designated place, the consignee will be notified by the railway agent. The consignee must accept delivery of the material within the "free time" shown on the "Arrival Notice", which will be mailed or delivered to the consignee by the railway agent.

The consignee shall have each bale of cotton weighed immediately upon receipt and shall carefully check both cotton and ticking against the bill of lading. In the event of shortage or damage, the consignee shall make a proper report thereof on the reverse side of the Form 1058 in the spaces provided. Any claim against the carrier for such loss or damage will be filed by the SMA, and therefore the consignee should take no action other than to report the loss or damage on the Form 1058 (and on the reverse side of the fourth (pink) copy of Form 810). It should be noted that the consignee is not required or allowed to insert the value of the goods on the Form 1058.

After the material has been checked by the consignee, he shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058 and surrender the original form to the railway agent. The memorandum copy of the form shall be retained in the county office files.

Upon receipt of the material, the consignee shall also execute the "Consignee's Report of Condition on Arrival" on the bottom of the fourth (pink) copy of the Form 810, and if there has been any loss, damage, or shrinkage of the cotton or ticking, he shall likewise execute the reverse side of the form. The sixth (white) copy of the Form 810 originally retained in the county office files shall then be completed in the same manner as the fourth (pink) copy, and the pink copy forwarded at once to the State office. The State office in turn shall transmit this copy to its Division office in Washington, which will forward it to the SMA. It is imperative that the pink copy of the Form 810 be completed and returned to the SMA with the least possible delay, since the carrier cannot be paid for transportation of the material until this form has been approved by the SMA.

[NOTE: If for any reason the person who was originally designated as consignee on Form 810 cannot receive and sign for the shipment of material, the county committee shall designate another person to act in his place. In such

cases the committee shall execute a statement explaining and authorizing the substitution, and shall submit this statement, in duplicate, to the State office at the same time the completed fourth (pink) copy of the Form 810 is transmitted. A designated certifying officer in the State office shall place his approval on the bottom of the original statement and submit such statement to his Division office along with the fourth (pink) copy of the Form 810. The copy of the county committee's statement shall be filed in the State office along with its copy of the Form 810.⁷

Sec. 11. Distribution of Mattress Material to Communities. After receipt of a shipment of cotton or ticking, the consignee is responsible for its safe storage until it is called for by the truckers designated by the home demonstration agent to haul the material to the various community centers. It is the consignee's responsibility to provide for unloading, weighing, and storing the cotton and ticking, and to this end he should make adequate arrangements in advance of receipt of the material at the designated place. Where a given shipment is to be distributed among several communities and the consignee is not in a position to personally supervise its distribution to the truckers for the community clubs, he should designate a responsible person as his agent to look after the cotton and ticking and to be in charge of its distribution to the truckers. Section 2 of Form CMP-3 is for this purpose.

The person who has been designated in section 1 of Form CMP-3 as trucker for the community club will call at the county office (or if shipment is made to some point other than the town where the county office is located, he shall call on the consignee) and receive the original of Form CMP-3 and the applicable Forms CMP-4. He will present the Form CMP-3 to the person in charge of distributing the mattress material and secure the cotton and ticking for his community. At the time of receipt, the trucker will turn over the original Form CMP-3, properly signed by him in section 3 thereof, to the person distributing the material. After the entire shipment has been distributed, this person will transmit the receipted copies of all Forms CMP-3 to the designated consignee. The truckers for the community clubs will deliver the mattress material and the covering Forms CMP-4 to the chairmen of the community clubs, who will thereafter be responsible for the safekeeping of the material until it is delivered to eligible families in the form of completed mattresses.

Sec. 12. Use of Remnants of Cotton and Ticking. Any remnants of cotton or ticking left over after completion of mattress-making in a given community center may be used by eligible families in making other household articles exclusively for home use. Such remnants should be distributed to as large a number of families as possible to the end that there may be no criticism of favoritism. Cotton remnants may be used to make mattress protector pads, in upholstering or re-upholstering furniture, etc., and ticking remnants may be used for making mattress protector pads, pillows, etc. Any amount of cotton less than 47 pounds and any amount of ticking less than 10 yards will be considered as remnants. Amounts in excess of this should be returned to the consignee for safekeeping until such time as they may be used in another community for making mattresses. Any amounts distributed as remnants shall be included in the pounds of cotton or yards of ticking shown as received by the applicants on Forms CMP-4.

Sec. 13. Receipts for Mattress Material. The chairman of the community club will take the necessary steps to carry out the processing of mattresses by members of the applicant families, and after the mattresses are made she will see that they are delivered to the proper persons. It will be her duty to fill in the number of pounds of cotton and the number of yards of ticking on Form CMP-4; to secure the signature of the person receiving the finished mattress; and to approve such form in the space provided at the time the mattress is delivered. At least once each week the chairman will transmit to the consignee the Forms CMP-4 executed during the week.

Upon receipt of the executed Forms CMP-4, the consignee shall have them filed in the county office with the copy of the related Form 810, as part of the permanent records of the county office.

Sec. 14. Procedure Where Ineligible Family Has Received Mattress. In any case where it is definitely determined that a family who had received a mattress was ineligible under the provisions of the program to receive such mattress, the person receiving the mattress should be advised of this fact by the county committee as soon as the determination is made and given full reasons for the committee's determination and required to return the mattress if it has not been used or to pay for it if it has been used at all. The amount to be paid will be the approximate average cost of the material to the Government (which will be furnished to the AAA by the SMA), and should be in the form of a draft, cashier's check, or postal money order drawn payable to the Treasurer of the United States.

Any payment collected in the above manner should be transmitted to the State office immediately upon receipt, together with a letter signed by the treasurer of the county association, explaining the circumstances under which the draft, check, or money order is submitted.

In any case where an applicant fails either to return the mattress or pay the estimated cost thereof to the Government within a period of two weeks from the time of notification, the State office should be advised of the name and address of the head of the family who received the mattress, as well as the serial number of the farm on which the family is located or the address of the family's dwelling. The State office will then place the name of the person on its register of indebtedness for the amount in question and will deduct such amount from any payment due or becoming due to such person under any program administered by the AAA.

Where a payment is collected or a set-off is effected by the State office in the above connection, the following miscellaneous receipts account shall be credited: "124,735: Reimbursements - All Other."

Sec. 15. Progress Reports. (a) By County Office: On the last day of each month the county office shall submit to the State office a signed report on Form CMP-5, "Monthly Progress Report," showing the status of the program in the county. In counties where the program has previously been in operation, the report shall reflect cumulative totals of all cotton and ticking received and all mattresses delivered under the entire program.

(b) By State Office: On the 5th day of each month the State office shall submit to its Division office in Washington a report, in duplicate, on Form CMP-5, revised as set out below, showing the status of the program in the State.

- (1) Strike out "County" in the upper right corner of the form.
- (2) At the bottom of the form strike out "Signature of county committeeman" and insert "Signature of certifying officer," and insert immediately above this space the following: "I hereby certify that the figures on this report are correct according to the records of this office, and represent the status of the Cotton Mattress Program in this State as of (insert last day of previous month)."

Sec. 16. Disposition of Bagging and Ties: The bagging and ties from cotton and ticking are the property of the United States Government, and must be disposed of in accordance with applicable rules and regulations. In this connection, the Administrator has determined that two or more members of the county committee (or a majority of the members of the State committee) shall constitute a board of survey, with authority to dispose of the bagging and ties, provided the value of the property disposed of at any one time does not exceed \$500.

The county committee shall call for written or oral bids from ginner and others on not less than five days notice posted in one or more conspicuous places in or near the county office and elsewhere and such other notification (without the expense of advertising) as is likely to bring the invitation to bid to the attention of persons likely to be interested in bidding in the county and within 50 miles of the county office. At the time and place fixed by the county committee the bagging and ties shall be sold to the highest bidder after full opportunity for bidding, if such bid is for a price not unfair to the Government. If it is found feasible, material from all community centers shall be concentrated at one point in the county in order that the work of the county committee in disposing of the material may be as light as possible and in order that the highest possible price may be obtained for same. The bagging and ties may be sold in lots from time to time rather than awaiting completion of the program in the county.

If it appears necessary to do so, in order to obtain the highest possible prices, the State committee may, in similar manner, ask for bids on the material for the State as a whole or for given sections thereof. If the highest bidder offers a higher price for the material than, in the opinion of the State committee, it would be possible to obtain locally in the counties, such material should be disposed of to the highest bidder. A person purchasing the material in this manner will, of course, be required to pick up the bagging and ties from their location in the counties, as the AAA does not have facilities for shipping the material to a central point in the State or section. Where the State committee obtains a blanket offer of this kind, it should notify the county offices involved, giving them the name and address of the highest bidder and asking that they notify such bidder as to the amount of material on hand in the county and its location. Payment for the material will then be made direct to the county committee rather than to the State committee.

Payment for bagging and ties shall be made in the form of a draft, cashier's check, or postal money order, drawn payable to the Treasurer of the United States. Such draft, check, or money order shall be transmitted to the State office by the treasurer of the county association, together with a statement as to the amount of material sold, to whom it was sold, and the date of the sale. The State office shall deposit the money in the regular manner to the following account: "125160, Sale of Scrap and Salvaged Materials."

If neither the county committee nor the State committee is able, with due diligence, to secure a purchaser for the material (due to the age or condition of the material, or simply because no one will make a bid on it), the county committee may, with the prior consent of the State office, dispose of it by turning it over to cooperating families in the community to use in filling gullies or washes in their fields or pastures, or where there is no such demand by burning or discarding it.

On or before June 30, 1941, the county committee must, in all cases, make a full written report to the State committee as to the disposition made of all bagging and ties received in the county under the entire Cotton Mattress Program. To this end, the county committee should keep a detailed record concerning the action taken by it with respect to the bagging and ties taken from each bale of cotton and ticking.

Sec. 17. Audit of County Office Records by State Office Representative. A field representative of the State office shall make a periodic check of the county office records on the Cotton Mattress Program, to ascertain that the regulations and instructions are being carefully followed. In this connection, particular attention should be given to the eligibility requirements on income and also to see that all cotton and ticking received in the county is being properly accounted for by signed receipts for completed mattresses.

Sec. 18. Obtaining Facilities and Incidental Expense Funds. There are no Government funds available to take care of expenses incident to the administration of the Cotton Mattress Program in the counties, and it will therefore be necessary to raise such funds locally or require each applicant to pay his estimated share of the expenses. It is believed that local clubs and social welfare organizations or agencies of the local government will be able and willing to provide such free storage space as may be required for the cotton and ticking and to furnish such small sums as may be needed to meet the incidental expenses of the program. If this should not be possible, the local club leaders will probably find it necessary to ask each family participating in the program to pay its estimated share of the expenses. In no case should any funds of this nature be handled by the county office or in any manner mingled with funds of the county agricultural conservation association. In this connection, the participating families should be informed that the cotton and ticking are outright donations from the Surplus Marketing Administration from materials purchased by that agency.

Sec. 19. Forms Used in Connection with Program.

(a) Form FSC-810 "Delivery Order": Supplies of this form may be obtained by the State offices by placing a requisition with their Division

office in Washington. The forms themselves will be shipped to the State offices direct from the SMA.

The form shall be executed in accordance with the following instructions:

Commodity: Enter "Cotton" or "Mattress Ticking", as the case may be.

State No.: Strike out "State" and enter "Order". Enter in the blank space the State and county code followed by the serial number of the order. The serial number will be in one consecutive series for each county for both cotton and ticking.

(State agency): Enter "AAA".

State: Enter the name of the State.

Units: Enter the number of pounds of cotton or the number of bales of ticking.

(Date) and (Date): Enter the 15-day period during which shipment is requested. For example, "January 16 and January 30".

For and on behalf of: Enter "AAA".

State Director of Commodity Distribution: Type "AAA Certifying Officer" over this wording. The space for signature shall be left blank by the county office, and a duly authorized certifying officer in the State office shall affix his signature in ink or indelible pencil on the original of the Form 810. A specimen of the signature of the certifying officer, with authorization by the administrative officer in charge of the State office must be forwarded to the Division office in Washington.

Authorized agent: Enter the name of the designated consignee, who should be a county or community committeeman or an employee of the county agricultural conservation association able to deal with such matters.

Title: Enter the official title of the person who is designated as consignee, such as, "Treasurer of County A.C.A.", "County AAA Committeeman", "Employee of County AAA Office", etc.

City, State: Enter the names of the town and State to which shipment is to be made, which in all cases must have a railway station. (If the mail address of the consignee is other than the point of shipment, enter the following notation in the space to the left of "Title": "Mail Bill of Lading to", followed by the mail address of the consignee.)

R. R. or team track: If the order is for 24,000 or more pounds of cotton enter the name of the railroad on whose siding delivery is desired. Otherwise, leave this space blank.

The remaining spaces on the front side of Form 810 should be left blank. The county and State offices shall leave the carbons inserted between the second, third, and fourth copies of the form for use by the SMA in completing the front of the form.

Consignee's Report of Condition on Arrival: This section of the Form 810 appears only on the fourth, fifth, and sixth copies. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received.

The first two lines of this Report are to be filled in only for a shipment of cotton where the shipment is in a full carload lot. "Placed" means the date the car is placed on the siding.

On the line beginning with the word "Weight" only the first space shall be filled in and then only with respect to cotton. The figure to be entered here will be the actual weight of the cotton (including bagging and ties) upon receipt at destination. The cotton in all cases must be weighed before the Government Bill of Lading (Form 1058) is executed by the consignee.

In the first space on the last line of the Report shall be entered the number of bales of cotton received, or the number of bales and yards of ticking received. The number of yards of ticking will be stamped on the bale when it is received and must be entered on the Form 810. If the number of yards is not shown, the form will have to be returned to the county for this information.

The designated consignee shall sign in the space designated "Authorized agent at destination."

Reverse side of Form 810: The fourth, fifth, and sixth copies of the form have a section printed on the reverse side. It is to be executed by the designated consignee in ink or indelible pencil on the fourth (pink) copy as soon as the shipment of cotton or ticking is received, but only in the event there has been a loss, damage, or shrinkage of the cotton or ticking.

Where this section is executed, it is not necessary to fill in items 6, 10, 11, 12, 13, 14, 15, and 19, or the third space ("Shrinkage") under item 1.

The "Quantity of loss" in item 1 shall be based on actual weight or measurement.

The answer to item 7 will be "Actual" in all cases.

The answer to item 8 in all cases will be: "Bill of lading weight and actual outturn weight."

Items 16, 17, and 18 will be filled in only for cotton shipped in carload lots.

The second line under item 20 is to be properly filled in by giving the title of the designated consignee. The "Deposition" must be properly sworn to before a notary public by the designated consignee. The notary will sign the

fourth (pink) copy of the Form 810. The signature he is notarizing is the one on the front of the form in the section designated "Consignee's Report of Condition on Arrival." The reverse side of the Form 810 is a part of this Report.

(b) Standard Form No. 1058, "Government Bill of Lading": The consignee shall execute the "Consignee's Certificate of Delivery" on the bottom of the Form 1058. The "Name of transportation company" will be the full corporate name of the railroad which delivers the goods. The "Actual point of delivery by carrier" will be the names of the town and State where delivery is taken. The weight of the goods, whether cotton or ticking, will be the gross weight, since freight charges are paid on that basis. As indicated on the form, the weight shall be entered in both words and figures. In the lower left corner of the form, below the word "Weight," the consignee shall insert the number of bales of cotton or ticking received; as, "12 bales." The signature of the consignee and the date must be in ink or indelible pencil, and the signature must contain the full name as typed in the heading of the form; as, "Agricultural Adjustment Administration by John H. Doe, Authorized Agent."

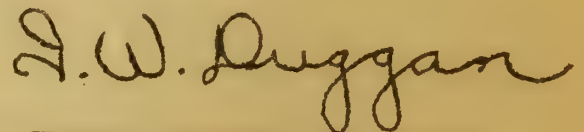
No changes whatever shall be made on the Form 1058 by the consignee.

Inability of designated consignee to receive shipment: If for any reason the person who was originally designated on Form 810 as consignee of the shipment cannot receive and sign for the same, the county AAA committee shall designate another person to act in his place.

The substitute consignee shall sign the Form 1058, with the consent of the railway agent, in the following style: "Agricultural Adjustment Administration by John H. Doe, Authorized Agent, by Richard Roe." He shall sign the "Consignee's Report of Condition on Arrival" on the bottom of the Form 810 in the following style: "John H. Doe by Richard Roe." (If the railway agent refuses to accept the substitute consignee's signature on the Form 1058, the county office shall notify the State office of this fact by wire or telephone, giving the name of the designated substitute consignee. The State office shall notify its Division office by wire, and that office in turn will ask the SMA to notify the railway agent to release the shipment to the substitute consignee.)

(c) Forms CMP-2, 3, 4, and 5: Sample copies of these forms are attached, and they are to be mimeographed in the county offices in such quantities as are required. It is believed that the entries on these forms need no explanation, but the State offices may issue such supplemental instructions as they believe necessary in this connection.

Issued this 15th day of October, 1940.



I. W. Duggan,
Director, Southern Division.

Form CMP-2
United States Department of Agriculture
Agricultural Adjustment Administration
Southern Division

(Community)

APPLICATION FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Name _____ Address _____ White ☐
Colored ☐

Name of head of family if other than applicant _____
Owner ☐ Sharecropper ☐
Tenant ☐ Laborer ☐

No. of persons in family residing at domicile _____

Residing on farm bearing AAA serial No. _____, operated by _____

Gross income of family last year: \$ _____ \$ _____ \$ _____
(From farm) (Other sources) (Total)

No. of ready-made mattresses purchased during last ten years . . . _____

No. of useful mattresses now in use by family. _____

Have you received, or are you to receive, mattresses from the State welfare agency or the Farm Security Administration? _____ If so, how many? _____

I hereby apply for the amount of material necessary to make _____ full-sized double mattresses, and certify that (1) I would not otherwise have purchased a ready-made mattress or hired a commercial concern to process one for me; (2) to the best of my knowledge and belief the above information is true and correct; (3) upon notification, I will report at the time and place specified, to process the requested material into mattresses in accordance with the directions issued by the State Extension Service; (4) I will furnish the additional material needed to prepare such mattresses; and (5) when the mattresses are completed, I will utilize them for the use of my family, identified above, and I agree not to sell, trade, or dispose of them in any manner whatsoever, until they are no longer fit for use as mattresses.

(Date)

(Signature of applicant)

I hereby certify that the county agricultural conservation committee has reviewed the above application and that, to its best information and belief, the foregoing information is correct and the applicant, as a member of a low-income rural family, is eligible to receive the material requested. The application is therefore approved for the material necessary to make _____ mattresses.

Material included in orders
bearing following numbers:

(Cotton) _____ (Ticking) _____

(Signature of county committeeman)

(Date)

Form CMP-3
United States Department of Agriculture
Agricultural Adjustment Administration
Southern Division

(Community)

COMMUNITY SUMMARY AND RECEIPT FOR MATTRESS MATERIAL
(Cotton Mattress Program)

Section 1. - Certificate of County Home Demonstration Agent

Attached hereto are _____ Forms CMP-2, "Application for Mattress Material", totaling _____ pounds of cotton and _____ yards of mattress ticking, submitted by applicants from the above-named community and previously approved by the county agricultural conservation committee. The chairman of the community home demonstration club (or other sponsoring group) is _____ and it has been indicated that the material will be called for and delivered to the designated community center by _____.

(Date)

(Signature of county home demonstration agent)

Section 2. - Approval of Designated Consignee

The above cotton is included in Delivery Order No. _____ and the above mattress ticking is included in Delivery Order No. _____. This material, in the quantities indicated, should be segregated from the main lot in case it is received as part of a larger shipment, and delivered to the person indicated in section 1 above.

(Date)

(Signature of consignee)

Section 3. - Receipt for Material

I have this date received the material listed in section 1 above, the same being in good condition. I am receiving this material on behalf of the chairman of the community club (or other sponsoring group) indicated in section 1 above, and agree to deliver it to her in good order at the place approved by the county home demonstration agent.

(Date)

(Signature of trucker for community club)

Form CMP-4
United States Department of Agriculture
Agricultural Adjustment Administration
Southern Division

(Community)

Delivery Order No.: _____
(Cotton) (Ticking)

RECEIPT FOR COTTON MATTRESS
(Cotton Mattress Program)

Name _____ Address _____

I hereby acknowledge receipt of one finished cotton mattress in good condition which I have made from _____ pounds of cotton and _____ yards of mattress ticking furnished by the Surplus Marketing Administration through the Agricultural Adjustment Administration. I agree to utilize this mattress for the use of my family, identified in my application (Form CMP-2), and not to sell, trade, or dispose of it in any manner whatsoever until it is no longer fit for use as a mattress.

(Date)

(Signature of applicant)

DELIVERY CERTIFIED:

(Signature of community club chairman)

Form CMP-5
United States Department of Agriculture
Agricultural Adjustment Administration
Southern Division

County _____

State _____

Month _____

MONTHLY PROGRESS REPORT
(Cotton Mattress Program)

	COTTON (in net pounds)			TICKING (in yards)		
	Previous:	This		Previous:	This	
	report	month	Total	report	month	Total
Received in county	:	:	:	:	:	:
Delivered to communities	:	:	:	:	:	:
Inventory remaining on hand	:	:	:	:	:	:
Processed into mattresses	:	:	:	:	:	:
Shortage, theft, or destruction	:	:	:	:	:	:

Number of mattresses delivered

(Previous report) (This month) (Total)

Number of families receiving mattresses

(Previous report) (This month) (Total)

Explanation of shortage, theft, or destruction:

(Date)

(Signature of county committeeman)

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONREGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAMSupplement for Cotton Comforter Program

Section 1. General Plan of Program: The SMA has agreed to make percale and cotton available for the making of cotton comforters, as a supplement to the Cotton Mattress Program. The SMA, AAA, and Extension Service will each have the same functions under this program as under the mattress program, and the regulations and instructions set out in CMP-1 will apply in like manner except as otherwise indicated in the following sections.

Section 2. Rules of Eligibility: Each family participating in the mattress program is eligible to receive the material necessary (10 yards of percale and 4 pounds of cotton) to make one comforter for each mattress WHICH IT HAS MADE AND RECEIVED UNDER THE MATTRESS PROGRAM. The application filed by a family in connection with the mattress program may likewise serve as an application under the comforter program, and it will only be necessary to secure a written statement from the applicant indicating that the family desires material for making comforter (s).

Section 3. Ordering Material: (a) Percale: Orders for percale shall be made on Forms FSC-810, "Delivery Order", in the same manner as orders for cotton and ticking, and the word "Percale" shall be entered in the space following the word "Commodity". The order numbers shall be in the same series with those for mattress cotton and ticking. Orders shall be for so many yards of percale, the number of yards to be always a multiple of 250 (for example 1000, 2250, 5750, etc.), but never less than 1,000 yards.

(b) Cotton: Wherever possible, the order for cotton for making comforters should be combined with an order for mattress cotton. Where this is done, a statement must be attached to the Form FSC 810, for submission to the Division office in Washington, indicating the amount of the cotton ordered that is for mattresses and the amount that is for comforters. In such cases of combined orders, the amount of cotton included in the Form FSC 810 need not be in a multiple of 6,000 pounds as required for mattress cotton orders; but the entire order must be for at least 6,000 pounds. Where it is necessary to submit a separate order for the comforter cotton, the word "Commodity" in the heading of Form FSC 810 shall be followed by the words "Cotton for comforters". The order numbers in such cases shall also be in the same series with those for mattress cotton and ticking. The cotton ordered shall be in pounds, and the quantity ordered shall be in the ratio of 4 pounds of cotton to



each 10 yards of percale. For example, if 2000 yards of percale are ordered, 800 pounds of cotton will be ordered.

Section 4. Distribution of Material: The receipt and handling of the percale and the comforter cotton shall be the same as for ticking and mattress cotton. The "Consignee's Report of Condition on Arrival" on the bottom of Form FSC 810 shall show the number of bales and gross pounds of cotton received or the number of yards of percale received, as the case may be.

The consignee will be responsible for the cotton and percale until it is delivered to and receipted for by the persons designated by the home demonstration agent to receive the material for the different communities. Section 3 of Form CMP-3, "Community Summary and Receipt for Mattress Material", should be adapted into a receipt form for execution by the persons receiving the percale and comforter cotton on behalf of the communities. The comforters shall be made in mattress work centers and IN NO EVENT SHALL THE MATERIAL BE DELIVERED TO AN APPLICANT TO TAKE TO HIS HOME TO MAKE A COMFORTER.

Section 5. Receipt for Completed Comforter: The person in charge of the work in a work center shall be responsible for obtaining a receipt for each completed comforter delivered. The receipt shall be taken on a Form CMP-4, "Receipt for Cotton Mattress", adapted into a receipt for a cotton comforter. All receipts obtained shall be promptly turned in to the county AAA office.

Section 6. Progress Reports: Form CMP-5, "Monthly Progress Report", has been revised, as per sample copy attached, for use in all counties and States where the comforter program is carried on. This revised form should be substituted for the old form the first month in which percale or comforter cotton is received. Under "COTTON (in net pounds)" on the FORM CMP-5 will be included cotton for both the mattress program and the comforter program.

Issued this 30th day of December, 1940.

C. D. Walker

C. D. Walker,
Acting Director, Southern Division.

FORM CMP-5 (SR) (SAMPLE)
 UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 SOUTHERN DIVISION

COUNTY _____
 STATE _____
 MONTH _____

MONTHLY PROGRESS REPORT
 (COTTON MATTRESS PROGRAM)

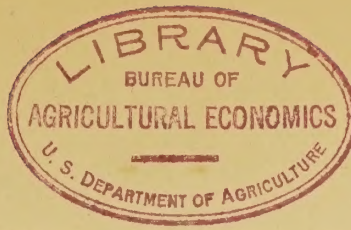
	COTTON (IN NET POUNDS)			TICKING (IN YARDS)			PERCALE (IN YARDS)		
	PREVIOUS REPORT	THIS MONTH	TOTAL	PREVIOUS REPORT	THIS MONTH	TOTAL	PREVIOUS REPORT	THIS MONTH	TOTAL
RECEIVED IN COUNTY	:	:	:	:	:	:	:	:	:
MADE INTO MATTRESSES	:	:	:	:	:	:	:	:	:
OR COMFORTERS	:	:	:	:	:	:	:	:	:
LOST BY FIRE,	:	:	:	:	:	:	:	:	:
THEFT, ETC.	:	:	:	:	:	:	:	:	:
INVENTORY REMAINING	:	:	:	:	:	:	:	:	:
ON HAND IN COUNTY	:	XXX	:	:	XXX	:	:	XXX	:

PREVIOUS REPORT THIS MONTH TOTAL

NUMBER OF MATTRESSES DELIVERED _____
 NUMBER OF COMFORTERS DELIVERED _____
 NUMBER OF FAMILIES RECEIVING MATERIAL _____
 EXPLANATION OF LOSS BY FIRE, THEFT, ETC.: _____

 (DATE)

 (SIGNATURE OF COUNTY COMMITTEEMAN)



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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATIONREGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

CMP-1 (SR) is hereby amended by addition of the following section:

Sec. 20. Report of Loss by Fire, Theft, etc. In order to protect the interests of the Federal Government, the county office must furnish the State office a full written report, in duplicate, of any loss of cotton or ticking suffered through fire, theft, or otherwise, immediately after the loss is discovered. This report must be signed by the person directly responsible for the material at the time of its loss and by the county committee, and must include the following information:

- (1) The exact amount of cotton or ticking lost.
- (2) Whether there was any material salvaged which is unfit for mattress-making, and if so, how much.
- (3) The method of loss, and if by fire, the apparent cause of same.
- (4) The location of the material at the time of its loss.
- (5) The name of the person directly responsible for the material at the time of its loss (warehouseman, consignee, etc.).
- (6) If the material was stored at the time of its loss, whether storage charges were being paid, and if so, by whom.
- (7) If the material was stored at the time of its loss, whether the owner or lessee of the building carried any type of insurance which might cover the goods lost. If he had such insurance, or if he had no insurance of this type but did have insurance on other contents of the building, a photostatic copy of the policy must be attached to the report or the report must contain (a) the serial number of the policy, (b) the name of the person or firm to whom issued, and (c) the name and address of the company from which the policy was purchased. (It is necessary that information relative to insurance be obtained without delay in order that the interests of the Government may be fully protected.)

- (8) If the material was stolen, a full statement as to the circumstances of the theft, the action taken upon discovery of the theft, and whether the material has been or is likely to be recovered. (In such cases, it is necessary that local police authorities be notified as soon as the theft is discovered.)

The above report should be reviewed in the State office by one of the ranking administrative officers or by the State committee to determine if the circumstances of the case warrant a further investigation and report by a representative of the State office. If the report is satisfactory, the original thereof should be approved by the administrative officer or State committee and sent on to the Division office in Washington. If it appears that an investigation is necessary to make sure that the interests of the Government are protected, a State office representative should be sent to the county office to secure further information on the case. Reports submitted in the above connection need not include losses resulting from cleaning, cutting or weighing. However, such losses must be reported on the Monthly Progress Reports.

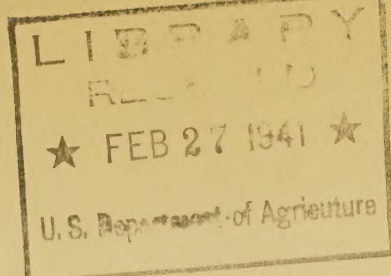
Issued this 7th day of November 1940.

I. W. Duggan

I. W. Duggan,
Director, Southern Division.

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CMP-1 (SR), Amendment 2



Issued February 5, 1941

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

REGULATIONS AND INSTRUCTIONS ON THE 1940-41 COTTON MATTRESS PROGRAM

Section 5 of CMP-1 (SR) is hereby amended by addition of the following proviso at the end of the first sentence:

"Provided, however, that a family of three persons shall be eligible to receive two mattresses and a family of five persons shall be eligible to receive three mattresses."

Issued this 5th day of February, 1941.

A handwritten signature in cursive script, reading "I. W. Duggan".

I. W. Duggan,
Director, Southern Division.

